

Pizza Lunches
Forest Hill Public School Toronto

When: Every other Wednesday at lunch hour

Pizza lunch dates alternate with Sub Lunch dates. The dates are selected in advance one term at a time. In the fall term (September-December) there are typically 6-7 pizza lunches, the winter term (January-March) has 5, and the spring term (April-June) has 6.

11:15 a.m. – 12:30 p.m.

Where: Forest Hill Public School (North Building)

Who: There are several partners as follows:

- 1) One Pizza Lunch Coordinator takes the orders' print out on the Friday before the pizza lunch along with the pizza chips, folders and the envelopes from the office. Donna orders the pizza from Dominos on Monday.
 - The chips are three colors:
 - i. 1 White chip for 1 cheese pizza or 1 Gluten Free cheese pizza
 - ii. 1 Red chip for 1 Pepperoni pizza
 - iii. 1 Blue chip for 1 drink
- 2) Each class has its own folder with the homeroom teacher name and class on it. Each student has their own envelope with their name on it. The Pizza coordinator will put the chips according to the orders in each student envelope and all student envelopes in their respective class folder. All folders must be at the office the day before the lunch. Folders are put in the teachers' boxes by the office in the morning on the day of the pizza lunch. Teachers give out the chips to the students and all empty envelopes are returned to the class folder which is returned to the office. KG classes: In the folders of KG classes, the whole order paper is put in the folder, no chips or envelopes are used.
- 3) Parent volunteers are welcomed to help on the day of pizza lunch but usually student ambassadors are trained to do all the work on the day of pizza lunch.
- 4) Classroom Ambassadors prepare the order for the KG classes and the orders are picked up by the KG teachers or dropped to the classes by the ambassadors.
- 5) On the day of the lunch, the ambassadors are distributed into three stations: elementary (1-3), junior (4-6), and senior (7-8) in order to manage the orders. Ambassadors take the chips and give students their pizza and drinks.

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Why: Pizza Lunches are delicious and a hot served lunch. While they give parents a break from making lunches, they also serve as a fundraiser for the school. In the past, they have raised \$4,000 - \$5,000 a year.

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How:

1. 1-2 months prior to first Pizza Lunch of Each Term

Consult Donna and Sub Lunch Coordinator to determine schedule of Pizza Lunches and Sub Lunches for the following term. Pizza Lunch is offered first in the schedule. Pizza Lunch is typically not offered in the week prior to holidays (Winter Break, March Break).

2. 1 month prior to the first Pizza Lunch Date

- Pizza Lunch and Sub Lunch dates are entered onto HotLunches.net, the online ordering website. Parents are sent ordering information and a link to HotLunches.net. Parents go online to order pizza; payment is sent to Donna.
- Payment is entered on HotLunches.net by the Pizza Lunch Coordinator and the Sub Lunch Coordinator.
- Cut-off for ordering pizza is set on the website as midnight Sunday before each pizza Lunch.

3. Four Days Before Each Pizza Lunch (Monday)

- Pizza Lunch Coordinator logs into HotLunches.net to find this week's Pizza Lunch (go to the **Orders** tab, select **Current Schedule**, select **Pizza Lunch**. The screen should show you the date for this week's pizza lunch).
- Print out a master list of pizza ordered from the HotLunches.net website (click on **Order Details** and then on **Generate** to have a complete list of the pizza orders). This list is used for sorting the chips in the student envelopes.
- For ordering pizza from dominos: click on **Supplier Orders** to have the total of slices for cheese, pepperoni and gluten free. Donna will put in the order Monday morning.
- Arrange for Parent Volunteers to help out on Wednesday between 11:15 and 12:15.

4. Day of Pizza Lunch

- Arrive at school at 11:15 with the master list. Domino Pizza boxes are delivered between 11:15 and 11:30 to the lunch room. (Student Ambassadors will be waiting to take the boxes upon delivery).
- Boxes are organized:
 - One station in the hallway outside the grade 1-3 lunch rooms with three ambassadors.
 - One station in the junior lunch room with three ambassadors.
 - One station in the senior Lunch room with 6 ambassadors and 2 stations (one for cheese and drinks and the other for pepperoni and drinks)

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- Ambassadors arrange for KG orders to be set aside which will either be picked by the teachers or delivered by two ambassadors to the two KG classes.
- When lunch is over, ambassadors clean up the boxes and return any drinks to the lunch room, extra pizza is taken to the office and all chips are sorted, collected and given to the office.