



### **Cafeteria 2023/2024**

Welcome to the Trinity Christian School cafeteria! The school has partnered with our Calgary based company (Event Planners Plus) to provide daily food services in the school. Event Planners Plus is a full-service food service company and one of our divisions specializes in school lunches. We look forward to providing high quality hot and cold lunches, snacks, and beverages to the families of TCS. The lunch service will begin on Monday, September 11th.

The cafeteria will provide great lunches and snacks for students in the safest way possible. We will always meet or exceed Alberta Health Services regulations.

#### **Grade K through 6**

When you order a lunch, snacks, or beverages for your child, they will be pre-packaged and delivered to their classroom at lunch time. Lunches come with all necessary utensils and condiments for that specific meal and will be sealed and labeled with your child's name for the teacher to distribute it to them.

#### **Grade 7 through 9**

Junior High students will come to the cafeteria distribution area to pick up their lunches. While these students will be able to make additional purchases of items at the cafeteria counter, we do ask that you still pre-order their lunch items. Pre-ordering will ensure we have prepared adequate number of lunches and will keep the distribution of lunches very fast.

For all grades we utilize a third-party company, My Kids Spending, to give you an easy solution to adding funds to your child's account, order their lunches, and manage your account including seeing all items purchased on the account. If your child is new to the school, you will be receiving an email from My Kids Spending inviting you to activate your account. Follow the steps in that email to activate the account and then you will be all ready to order lunches and use the system to completely manage your account. If you have a returning student, the account from last year will still be active and ready for you to use. Other than funding the account there are no further steps required.

#### **Ordering and Managing Your Account**

**Once you have activated your account through the MKS email you will receive, navigate to [www.mykidsspending.com](http://www.mykidsspending.com)**

1. Enter your email address and password you used when you first registered on the My Kids Spending website
2. Once logged in, you will see your student's name and other information, simply click on the **'orders and activities'** button

3. This will open the calendar for the week. You can then click on the drop-down menus for the day you wish to order and select items. You can only select one item per drop down menu category
4. Once you have selected the items for the days you want to order for, click on **submit**
5. THE ORDERING CUT-OFF IS EVERYDAY AT 7:30 AM, at that time, that day's orders will be closed and sent for processing. Once processed you will receive an email confirming your order. Should there not be enough funds on the account for what is ordered, you will receive an email letting you know the order could not be processed. PLEASE ENSURE THAT YOUR CHILDS ACCOUNT HAS ADEQUATE FUNDS TO COVER ORDERS PRIOR TO CUT OFF TIME OR THEY WILL NOT BE PROCESSED. Please understand that this is a feature of the automated ordering system and not the cafeteria staff.
6. Should you want to cancel or change an order, you can do so up-to the cut-off time each day (7:30 am). Simply log back in and make new selections or to cancel select '**cancel choice**' at the bottom of the drop-down menu
7. Ordering menus will be posted every Friday for the next week. You may order daily or for the entire week at one time

### **Canceling a Pre-ordered Lunch**

Should your child not be attending school on a day you have ordered lunch, up to 7:30 AM of the day the lunch is ordered, you can log on to your My Kids Spending account, navigate to that day's menu, then scroll to the bottom of the drop-down menu and click '**Cancel Choice**'. If it is past 7:30 AM on the day you are canceling, please email [lunch@tcskids.com](mailto:lunch@tcskids.com) by 10:00 AM to cancel the lunch. We require your child's name and class number and will process a refund for that lunch. Cancellations received after 10:00 AM the day of the lunch, will be in process and will not be refunded.

### **Purchasing in the Cafeteria**

Pre-ordered lunches will be billed automatically at the 7:30 AM cut-off time for the day ordered. Please ensure that adequate funds are available at that time, or the order will be rejected and not processed. Purchases made in the cafeteria are put through at the cafeteria cashier. Students have a unique 4-digit pin code that they will enter on a sanitized keypad. **Please remind your child that this code should be kept private.** If they do not know their code the cashier will look it up for them by their name. To speed the cashier process, we do ask that students get to learn their code. Cash or debit will also be accepted, however, we strongly ask you to consider just using the student account. This will assist in speeding up the lunch distribution time and it allows you to view all purchases made by your child on the My Kids Spending website.

### **Deposits on Account**

The easiest and most efficient way to add money to your child's account is to log into the My Kids Spending website as per the instructions above and add money with credit card or direct bank transfer.

Deposits made through My Kids Spending are credited to your account immediately. You can also send a cheque payable to Carter Ventures Inc. with your child to give to their teacher or the cafeteria cashier. Deposits made this way will take 24 to 36 hours to credit the account. Please do not send cash with your child. As part of our COVID protocols we ask parents to limit coming to the cafeteria to make deposits. Students who have debit cards may also make payment that way.

**If using a credit card to deposit funds, the charge will show as either Event Planners Plus or Carter Venture Inc..**

### **Menus**

Monthly lunch menus will be posted on both the My Kids Spending website and on the TCS website. The My Kids Spending site will show menus one week at a time. They are updated every Friday for the following week. You can order for as many days as you wish once they are posted, you do not have to order everyday. You can go back into the account at anytime and make changes to a lunch order up to 7:30 am of the day the lunch is ordered for.

The food supply chain has been greatly impacted by COVID-19, world events and growing conditions and has still not returned to normal. Because of this, some products may not be available from time to time and substitutions may be made without notice. We will limit this as much as possible but appreciate your understanding should it take place. We appreciate your patience and understanding as we navigate through the next couple months.

### **Pricing**

The prices for each meal will be displayed on the drop-down ordering menus when ordering on the My Kids Spending site.

### **Here To Serve**

Our cafeteria staff are here to serve your child. Please let your child know if there are any problems with their lunch to let one of the staff know and we will do our best to assist them and rectify any issues. Younger children especially don't know what to do if there is a problem, so please reassure them we are there to look after them and that they can approach their teacher or any of our staff members if they need help.

### **Contacts**

Should you have questions or need any assistance, you may contact us the following ways:

Email: [lunch@TCSkids.co](mailto:lunch@TCSkids.co)

Cafeteria Office Telephone: (403) 519-1992