



"Offering You More Than Just Fine Food"



6385 W. 52nd Ave Suite 3A
Arvada, CO 80002
303-778-0916
www.mykidslunch.com

Welcome New and Returning Families!

My Kid's Lunch

is pleased to be the hot lunch service provider for CIVICA Colorado School this 2022-23 school year.

Your meal price this year is
\$2.05 Breakfast, \$4.25 Lunch

Meals are easily ordered through our online ordering system. Login at:
<http://michaels.h1.hotlunchonline.net>

Instructions for registering, as well as ordering policies, are attached below.
We look forward to serving your student!

Registering for the New School Year

Returning Users: Login with last year's account username/password. If you forgot your password, use the "I forgot my password link" on the login screen to re-set it. **Make sure you edit your returning students into their new grade!!!**

New Users: Setup your account following these instructions:

1. Go to: <http://michaels.h1.hotlunchonline.net> (bookmark/add this page to your favorites for easy access).
2. Click "Create an account" and follow prompts.
3. **This will take you to the HotLunchOnline homepage.**

Adding Students:

1. Select the "Student" Tab.
2. Select "Add a Student".
3. Enter the Students Last Name, First Name, School and Grade. Press Submit. Repeat for additional students.

Ordering Your Meals

1. Select the "Order" tab.
2. Select your student from the drop down menu (top right of screen).
3. Select meals by clicking the item you want. A complete description will show in a pop-up window. Add desired items to cart.
4. After making your selections, click the "shopping cart" button at the top of the page, or "review order" at the bottom.
5. Review your order. To change your order, click the "Change" or "clear cart". If your order is correct click on "place order".
6. **Lunch program payments will be made through your school. Contact your front office for details.**
7. After you have completed your order, please view your "history" tab to verify your order has been placed correctly. Successful orders will receive a confirmation email with an order summary.

Cancelling Meals:

Go to the "Order" tab to change an order. Click on the ordered item (appears in WHITE) to cancel/credit a purchase. Credits can be used against future purchases. This must be done 3 FULL days in advance for Tuesday – Friday, Monday changes must be done 5 days in advance (i.e. an order for FRIDAY would need to be changed before 11:59 P.M. on MONDAY)



Lunch Order Policy for Parents

To ensure the correct quantity of food is prepared for school lunch, the following policies apply:

- **Advance ordering:** Orders may be placed a minimum of a full 3 days in advance (Monday 5 days in advance), and may be placed as far ahead as are posted. There are no same day meal orders taken.
- **Order changes:** An order may be changed a minimum 3 business days before the day of service), except for Mondays are required to be done a minimum of 5 days in advance. You can cancel online through the Order tab of your account or contact our office at 303-778-0916 during business hours.
- **Sick days:** If your student is ill, an order can be changed or cancelled per the above policies. In the event of a one or two-day absence, a refund will not be given.
- **Snow days:** If your school declares a snow day, a refund will not be given. Closures for more than one day will be considered on an individual basis.

Although we understand sick days and snow days are unexpected, we cannot refund these meals because the food is purchased and prepared in advance.

- **Sack lunches:** Sack lunches will be substituted for meal orders when your student goes on an outing, IF the administration notifies us 48 hours in advance. The school administrative contact is the only person who may order a change to sack lunches for outings and field trips.

****Our nutrition data is provided with the highest accuracy possible, but should be considered as an estimate only. Exact nutrient densities may fluctuate due to product availability.****

We look forward to serving your students throughout the school year!