



# Bothwell School

Principal: Laura Rekrut

A STUDENT CENTERED, SAFE COMMUNITY THAT USES ENGAGING LEARNING EXPERIENCES TO EMPOWER ALL TO BE POSITIVE, CONTRIBUTING CITIZENS.

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September 5, 2018

Dear Parents/Guardians;

**Hot lunch ordering** is changing for the 2018-19 school year in response to what we have heard from parents/guardians! We are moving from *weekly* ordering to *1 month at a time* ordering, beginning with the month of October, which will hopefully alleviate the feeling of scrambling weekly to order. September ordering will remain weekly while we transition.

- 1) One order form per student will be sent home 1 week before the due date. Extra forms are on our website ([bothwell.hsd.ca](http://bothwell.hsd.ca))
- 2) Order forms and payment will be due by the last Monday of each month. (see dates listed on back)
- 3) Please fill in the order for the month for your child(ren). You do not have to order every meal option. For example, you could order pizza for the first week only, but know that you cannot order other meal options during the month.
- 4) Payment must be enclosed or placed on Parent Portal when the order form is returned. When paying on Parent Portal, you must make a payment **for each child**. Note that there is a minimum of \$10 when making an online payment. You can add a lump sum on for future months.
  - Cash or cheque is also accepted. Cheques made out to Bothwell School – no posted dated cheques please. Hot lunch tickets will no longer be sold but previously purchased tickets may be used for payment.
  - Please check the box on the form which option you choose and indicate at the bottom of the forms who the money is for **or** who the payment will be made with.
- 5) There are no refunds. If your child is away that day, you may come pick up their order, have it sent with a sibling or gift it to another student in the school.
- 6) No late orders will be accepted. All orders need to be placed once a month by due date stated on form.

## ***Due Dates for Monthly Orders 2018-19***

<b>For the Month of</b>	<b>Form Sent Home (Mondays with Exceptions)</b>	<b>Due Date (Mondays)</b>
October	Sept. 14 & 17 (Strong Connections)	Sept. 24
November	Oct. 22	Oct. 29
December	Nov. 19	Nov. 26
January	Dec. 10	Dec. 17
February	Jan. 21	Jan. 28
March	Feb. 19 (Tuesday)	Feb. 25
April	Mar. 11	Mar. 18
May	Apr. 22	Apr. 29
June	May 21 (Tuesday)	May. 27