



# My Green Lunch Welcomes Back

## Old Orchard School

**We are thrilled to announce that My Green Lunch will be providing lunch service at Old Orchard School again for the 2020/2021 school year.** My Green Lunch is a locally owned and operated business cooking food in small batches. We were founded with a specific mission, to provide a delicious, fresh, nutritious, economical, and environmentally sustainable lunch program to Silicon Valley schools.

We are raising the bar on school lunch, offering cold entrees daily (meat, vegetarian and gluten free), fresh fruits and fresh vegetables. This year we will be starting off by offering cold bagged lunches to Old Orchard School. You will have a choice to select from at least 3 to 4 options each day. At some point we may be adding in hot lunch entrees. We will let you know!

### **We believe food should be:**

- **Fresh:** Food should come from farm to school, not the factory to school.
- **Educational:** Teaching children where their food comes from.
- **Sustainable:** Teaching children the choices they make impacts the environment, including how we source food and the use of sustainable packaging.
- **Culturally Diverse:** Food should foster a sense of community and embody many cultures.
- **Healthy:** Food should be Real – Free of chemicals, hormones, and pesticides.

### **What defines our food?**

- Preservative & Chemical Free
- Pesticide Free
- Locally Produced
- Sustainably Sourced
- Organic Dairy, Cage Free Eggs, and Humanely Raised Meats

### **Our COVID preparedness Plans:**

We are well prepared in our kitchen to meet and exceed Santa Clara County's requirements. We have prepared a document for our schools and families to review with an overview of our procedures. This document can be found here:

[https://www.dropbox.com/s/vbokem6qwzrri3r/Social\\_Distancing\\_Protocol\\_Form%207-16.pdf?dl=0](https://www.dropbox.com/s/vbokem6qwzrri3r/Social_Distancing_Protocol_Form%207-16.pdf?dl=0)

Please let us know if you have any questions about our processes or procedures.



## What do I need to know?

- **1st Day of Lunch Service:** Monday, November 2, 2020
- **Days Offered:** We will be providing lunch service five (5) days a week: Monday, Tuesday, Wednesday, Thursday, and Friday.
- **Lunch Menu:** A calendar menu will be provided monthly in addition to a weekly email that will be sent out to registered users on the My Green Lunch ordering system. A weekly email will provide a friendly reminder if you have not placed an order for one or more of your children.
- **Pricing:** My Green Lunch will be offering (2) meal sizes:
  1. Regular portion size for \$7.00\*
  2. Large portion size for \$7.75\* (recommended for 4th and up)
  3. We also offer One Size Portions range the Red items on the online menu. These meals include some salads/sandwiches.\*includes a .25 fee for individual meal bagging
- **What is in a lunch?** Each Lunch includes **four (4) items:**
  1. Cold Entree of choice (2-3 options offered daily)
  2. Fresh Fruit
  3. Healthy Snack
  4. Fresh Cold Vegetable
- **Ordering:** My Green Lunch is a pre-paid, pre-ordered service that utilizes a 100% on-line ordering system. (see below for "How to Order") \*\* If you wish to pre-load your account with funds to skip the checkout process you can contact us to make those arrangements at [info@mygreenlunch.com](mailto:info@mygreenlunch.com).  
\*\*
- **Ordering Deadline:** In order to offer the freshest lunch possible while minimizing food waste, we have instituted a deadline of 11:00 am the day before lunch is served (Example: Sunday by 11:00AM for Monday lunch service)
- **Canceling Orders:** Orders can be cancelled for credit if done online by 11:00 am the day before lunch is served for 100% credit. After 11:00 am, you can cancel your order by 5:00 pm the day before lunch is served for 50% credit by emailing "[cancel@mygreenlunch.com](mailto:cancel@mygreenlunch.com)". Simply provide your students name and we will cancel the order for you. Please allow 48-hours for the credit to be added to your account.

**Allergies & Dietary Restrictions:** My Green Lunch offers gluten free, dairy free, and vegetarian options daily as indicated on the calendar menu provided each month. We strive to be as inclusive of the entire student population given the large number of students with food allergies.



If you have any questions, comments or concerns, we encourage you to contact My Green Lunch by email: [info@mygreenlunch.com](mailto:info@mygreenlunch.com). We look forward to serving lunches to your children at Old Orchard School!

### **How do I order Hot Lunch at Old Orchard School?**

Step 1: Go To [Old Orchard School Hot Lunch](#) or go to [Mygreenlunch.com](http://Mygreenlunch.com)

Step 2: Click on "**Order Now**" – This will take you to the **Account Setup** page

Step 3: Click '**Create an Account**'

Step 4: Enter your **Email**; Choose a **Password**, Enter a **Security Question** and **Answer**

\*Password must be between 6 and 15 characters, and must contain at least (1) number

\*\*No punctuation or spaces allowed

**When prompted for your school code your school's code is: 739-017**

Step 5: Once in the system you will see a welcome message with information on how to add a child and place an order.

Step 6: Click on the '**Student**' tab. Then click on '**Add a new student**'. Select the school '**Old Orchard School**', and your students '**Grade**'. Next, Enter the first and last name, and click 'submit'. If you make a mistake, just click 'Edit' under 'Action'.

**\*\*\*Returning Students: Simply update your students "Grade" before ordering, this will ensure your students lunch has the correct grade associated with their name.**

Step 7: **To place an order**, click on the '**Order**' tab. On the left, you can see a list of users. Choose the student you wish to order for first. Orders must be placed separately for each student. Below students, you can select '**Portions**'. Choose a portion, then go to a date and select a '**Menu Item**'. Menu items listed as add-ons are meals that come in only one size and are found in the red section of the menu listing. A popup appears to the left with a description of the selected menu item. Be sure to add each menu item to your cart. To add multiple items at the same time, hold down the 'shift' key while clicking on menu options. This will add all the options you click to your cart at the same time.

Step 8: When you are done ordering, click '**Checkout**'. Here, you can review your order and your total. Next, click '**Pay Now**'. You will then receive a confirmation email confirming your order.

\*Still have questions? Click on the following link for online tutorial: <http://www.hotlunchonline.com/for-parents/>

\*\*Additional questions: email [info@mygreenlunch.com](mailto:info@mygreenlunch.com)