



# My Green Lunch has partnered with St. Mary School!

**We are thrilled to announce the launch of My Green Lunch at St. Mary School.** My Green Lunch is a locally owned and family operated business founded with a specific mission, to provide a delicious, fresh, nutritious, economical, and environmentally sustainable lunch program to Silicon Valley schools.

We strive to source all of our food products (meats, dairy, fruits and vegetables) from sustainable family farms within a 250-mile radius of our commercial kitchen in Willow Glen. We are raising the bar on school lunch, offering multiple hot and cold entrees daily (meat & vegetarian), a seasonal organic fruit and vegetable. You'll have a choice to select from at least (8) different options each day, ensuring that you have a wide variety of options that meet your child's specific tastes and preferences.

The foods we provide are the same as you will find at Whole Foods, Sprouts, Trader Joe's, and your local farmers market where we shop each week. Brands you can trust such as Clover Stornetta, Diestel Turkey, Niman Ranch, Applegate, Earthbound Farm, Udi's, Sukhi's, Coleman Natural, Annie's, Organic Valley, and more.

## **We believe Food should be about:**

- **Fresh** – Food should come from farm to school, not the factory to school
- **Education** – Teaching children where your food comes from
- **Sustainable** – Teaching children the choices they make effects the environment, including how we source food and the use of sustainable packaging
- **Culture** – Food should foster a sense of community and embody many cultures
- **Health** – Food should be Real – Free of chemicals, hormones, antibiotics, and pesticides

## **What Defines Our Food?**

- Preservative & Chemical Free
- Pesticide Free
- Locally Sourced – From Local Family Farms
- Sustainably Produced
- Free Range Dairy, Organic Eggs, and Humanely Raised Meats

## What do I need to know:

- **1st Day of Hot Lunch Service:** August 23rd, 2016
- **Days Offered:** We will be providing lunch service (3) days a week: Tuesdays, Wednesdays and Thursdays that school is in session.
- **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. Weekly email will provide a friendly reminder if you have not placed an order as well as a description of the lunches offered in more detail.
- **Pricing:** My Green Lunch will be offering (2) meals sizes:
  1. Regular portion size for \$5.50
  2. Large portion size for \$6.25 (recommended for 4th and up)
- **What's in a lunch?:** Each Lunch includes **(4) items:**
  1. Hot/Cold Entree of choice (At least 8 options offered daily)
  2. Fresh fruit
  3. Healthy Snack
  4. Fresh Vegetables
- **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")
- **Ordering Deadline:** In order to offer the freshest lunch possible while minimizing food waste, we have instituted a deadline of 1 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 11:00AM the day before lunch is served for 100% credit. After 11:00AM, you can cancel your order by 5:00PM the day before lunch is served for 50% credit by emailing "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 would like to work directly with parents of children that suffer from food allergies and restricted diets to ensure that your child can fully participate in the program. We offer gluten free, dairy free, and vegan options as indicated on the calendar menu provided each month.

If you have any questions, comments, 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 St. Mary School!

## How do I order Hot Lunch at Saint Mary School?

Step 1: Go To [www.mygreenlunch.com](http://www.mygreenlunch.com)

Step 2: Click on "**School Lunch**" then click on "**Order Hot Lunch**" – This will take you to the **Account Setup** page

Step 3: Choose a **Login**

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

\*\*No punctuation or spaces allowed

Step 4: Choose a **Password**

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

\*\*No punctuation or spaces allowed

Step 5: Enter your **Email**; Next, Enter a **Security Question** and **Answer**

Step 6: Next, click '**Create an Account**' to create new account. This brings you to a welcome message with information on how to add a child and place an order.

Step 7: Click on the '**Student**' tab. Then click on '**Add a new student**'. Select the school '**St. Mary 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'.

Step 8: **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. Next, go to a date on the calendar and select a '**Menu Item**'. A popup appears to the left with a description of the selected menu item. Select the '**Entree**' you would like to add and select the '**Portion**' size you would like, then add the your 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 9: 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)