

2022/23 YEAR OVERVIEW

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| September | | ✓ |
| Tuesday, September 6 | First Day of School | |
| Wednesday, September 7 | Place Webtracker Order by 12 noon | |
| Wednesday, September 14 | Place Webtracker Order by 12 noon | |
| Wednesday, September 21 | Place Webtracker Order by 12 noon | |
| Wednesday, September 28 | Place Webtracker Order by 12 noon | |
| Friday, September 30 | Webtracker Monthly Entry & Financials for September due | |
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| October | | |
| Book site assessment with CDW | In person or virtual | |
| Date TBA | 1st MCCSS Installment 75% | |
| Wednesday, October 5 | Place Webtracker Order by 12 noon | |
| Monday, October 10 | Thanksgiving | |
| Wednesday, October 12 | Place Webtracker Order by 12 noon *food ordering opens Tuesday | |
| Wednesday, October 19 | Place Webtracker Order by 12 noon | |
| Wednesday, October 26 | Place Webtracker Order by 12 noon | |
| Monday, October 31 | Webtracker Monthly Entry & Financials for October due | |
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| November | | |
| Wednesday, November 2 | Place Webtracker Order by 12 noon | |
| Wednesday, November 9 | Place Webtracker Order by 12 noon | |
| Friday, November 11 | Remembrance Day | |
| Wednesday, November 16 | Place Webtracker Order by 12 noon | |
| Wednesday, November 23 | Place Webtracker Order by 12 noon | |
| Tuesday, November 29 | Giving Tuesday | |
| Wednesday, November 30 | Webtracker Monthly Entry & Financials for November due | |

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| December | |  |
| Wednesday, December 7 | Place Webtracker Order by 12 noon | |
| Wednesday, December 14 | Place Webtracker Order by 12 noon | |
| Wednesday, December 21 | Place Webtracker Order by 12 noon *last day to order for delivery first week back in January, 2023 | |
| Friday, December 23 | Webtracker Monthly Entry & Financials for December due Start of Winter Break | |
| January | | |
| Date TBA | 2nd MCCSS Installment 25% | |
| Monday, January 9 | First Day Back from Winter Break *orders placed December 21 delivered this week | |
| Wednesday, January 11 | Place Webtracker Order by 12 noon | |
| Wednesday, January 18 | Place Webtracker Order by 12 noon | |
| Wednesday, January 25 | Place Webtracker Order by 12 noon | |
| Tuesday, January 31 | Webtracker Monthly Entry & Financials for January due | |
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| February | | |
| Wednesday, February 1 | Place Webtracker Order by 12 noon | |
| Wednesday, February 8 | Place Webtracker Order by 12 noon | |
| Monday, February 20 | Family Day | |
| Wednesday, February 15 | Place Webtracker Order by 12 noon | |
| Wednesday, February 22 | Place Webtracker Order by 12 noon *food ordering opens Tuesday | |
| Tuesday, February 28 | Webtracker Monthly Entry & Financials for February due | |
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| March | | |
| Date TBA | Great Big Crunch | |
| Wednesday, March 1 | Place Webtracker Order by 12 noon | |
| Wednesday, March 8 | Place Webtracker Order by 12 noon *for order delivery week of March 20 | |
| Monday, March 13 to Friday, March 17 | March Break | |
| Wednesday, March 23 | Place Webtracker Order by 12 noon | |
| Wednesday, March 29 | Place Webtracker Order by 12 noon | |
| Friday, March 31 | Webtracker Monthly Entry & Financials for March due | |

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| April | | ✓ |
| Wednesday, April 5 | Place Webtracker Order by 12 noon | |
| Friday, April 7 | Good Friday | |
| Monday, April 10 | Easter Monday | |
| Wednesday, April 12 | Place Webtracker Order by 12 noon | |
| Wednesday, April 19 | Place Webtracker Order by 12 noon | |
| Wednesday, April 26 | Place Webtracker Order by 12 noon | |
| Friday, April 28 | Webtracker Monthly Entry & Financials for April due | |
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| May | | |
| Wednesday, May 3 | Place Webtracker Order by 12 noon | |
| Wednesday, May 10 | Place Webtracker Order by 12 noon | |
| Wednesday, May 17 | Place Webtracker Order by 12 noon | |
| Monday, May 22 | Victoria Day | |
| Wednesday, May 24 | Place Webtracker Order by 12 noon *food ordering opens Tuesday | |
| Wednesday, May 31 | Place Webtracker Order by 12 noon. Webtracker Monthly Entry & Financials for May due | |
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| June | | |
| Date TBA | Breakfast Gala | |
| Wednesday, June 7 | Place Webtracker Order by 12 noon | |
| Wednesday, June 14 | Place Webtracker Order by 12 noon | |
| Wednesday, June 28 | Webtracker Monthly Entry & Financials for June due & Grant Renewals due Last Day of School | |

Reminders for Ordering

[Video Tutorial](#)

- Tastebuds will send a weekly email on Monday (or Tuesday if Monday is a holiday) when prices have been updated and you can begin placing your order.
- **Order deadline: Wednesdays before 12:00noon.** The system locks out at exactly 12:00noon so please ensure your order is submitted before the deadline. In order to accommodate vendor deadlines, NO LATE ORDERS WILL BE PROCESSED.
- All vendors have a minimum order of \$150.00. Orders that do not meet the minimum will not be processed.
- Click "Save and Close" once and wait for the system to process (pressing more than once will submit a duplicate order)

Food & Logistics

- 24 hours for credit/exchange. Do not throw away the spoiled product - reach out to Food & Logistics Coordinator, Darlene Edmonds at dedmonds@hnreach.ca or 519-587-2441 ext. 321 and cc' your Tastebuds CDW.
 - Include in Subject Line: School Name, Vendor, Issue, and Invoice Number
- Keep spoiled product until directed to do otherwise. If the product is thrown away prematurely, a credit or replacement will not be issued.

Reminders for Reporting

[Video Tutorial](#)

- All programs are required to complete the Monthly Entry reports via Webtracker and send your financial statement for your Student Nutrition Program account (Detailed Category Summary) to your CDW on the last day of each month.
- All Data entered into your monthly reports is automatically pulled into your yearly grant renewal.

Reminders for Funding

- Tastebuds will deposit funds twice from the Ministry of Children, Community and Social Services in October, with 75% of funds deposited and in January, with 25% of funds deposited. This covers a portion of the total food costs for your student nutrition program.
- Other funds should come from your own fundraising efforts and grant applications.