CCCS LUNCH & MILK PROGRAM 2017/18
K - Grade 8 students

Dear CCCS Parents,

Great news! The new online lunch ordering system is now available at: cccs.hotlunches.net

You will be able to place orders for <u>October & November</u> at this time. Online ordering for December to June will be uploaded before the end of October. Thank you for your patience.

PLEASE NOTE: If you are participating in the lunch program for the month of October you will need to have your orders completed before midnight on Monday, September 25th. We will not be able to add any late orders. <u>Each month of orders will need to be submitted no later than one week prior to the end of the previous month.</u> This is to allow time to process and submit the orders to our suppliers. **The order you place for October is only for October; it will not carry over to each month.**

When filling in the order form you will notice that although you need to enter data for each separate month, you only need to enter it <u>once for each item</u> as it will be "linked" or copied to the other dates in that month. For instance if you enter "1" in the chocolate milk box, that "1" will be copied to every other milk day for that month. The same applies to any food items. You enter it for the first day that it appears on the menu for the month and you will see it entered for you automatically in the other days of the month where that menu item appears. Your order must remain consistent for the entire month. Example: if you want Hawaiian pizza, this will be your pizza order for the whole month. You are not able to order Hawaiian pizza for the first pizza day of the month and pepperoni pizza for the second pizza day of the month. However, if you want to switch to pepperoni pizza for the following month that is fine because each month is separate and not linked with other month's orders.

Attached with this email is a detailed set of instructions, but if you want the "Quick Start" version, read below for the basics.

<u>How to get started:</u>

1. Go to: cccs.hotlunches.net

2. Click the "REGISTER" tab in the top right corner.

3. Fill in form. Our School Code is: CCHL. Enter your contact details and choose a user name and password.

4. Add your child/ren by clicking the "STUDENTS" button or the "PROFILE" menu tab.

5. Once your child has been added to the system, you will be able to order lunches immediately by clicking the "ORDER" button below each child's name.

It's that easy!

We encourage parents to pay by PayPal as this is a paperless method. Your payment may show as "pending" for a couple of days until our PayPal account setup is finalized. You may also print a remittance form and pay by cash or cheque in the office if you prefer. Interac e-transfer is another option to pay. Send the funds to the email address: accounts@cathedralschool.ca and send the password separately to me: office@cathedralschool.ca (or phone the office with the password).

Not participating in the lunch program? We encourage you to register even if your child does not participate as we may employ this system to send out notifications, permission forms, fundraisers, and so on, in the near future.

REMEMBER: The deadline to order lunch for October is Monday, September 25th. Please try to place your order in advance of this date in case you run into any issues and need assistance.

If you wish to still use a paper order form and pay by cash or cheque, please visit the office prior to September 22nd.

Still have questions? Please email me: office@cathedralschool.ca or call the school: 250-383-5125.

— *Liisa*