

# CCCS LUNCH & MILK PROGRAM 2018/19

## K - Grade 8 students

Dear CCCS Parents,

Great news! The online lunch ordering system is now available at: [cccs.hotlunches.net](http://cccs.hotlunches.net). We are offering the same items as last year with an addition of 2 new subs from Subway: Salami and Pepperoni.

You will be able to place orders for the first term: October/November/December at this time. Online ordering for the second term (Jan - Mar) and the third term (Apr - Jun) will be available at a later date.

**PLEASE NOTE: If you are participating in the lunch program for the October to December term, you will need to have your orders completed before midnight on Monday, September 24<sup>th</sup>.** We will not be able to add any late orders. This is to allow time to process and submit the orders to our suppliers. **The order you place for this term is for October to December. You are not able to order for only part of the term. You will not be able to order after September 24<sup>th</sup> for this term.** If you miss the deadline of September 24th, your next opportunity to order hot lunches will be for the term beginning in January 2019.

When filling in the order form you will notice that you only need to enter data for the first date of each type of item. Entering data on the first date will then cause it to be "linked" or copied to the other dates in the term. For instance if you enter "1" in the "chocolate milk" box, that "1" will be copied to every other milk day for the term. The same applies to any food items. You enter it for the first day that it appears on the menu and you will see it entered for you automatically in the other days of the term where that menu item appears. Please enter your quantities for orders for the first dates (with white tick boxes). If you scroll to later dates and start entering your order there, it will be an error. **Your order will remain consistent for the entire month.** Example: if you want Hawaiian pizza, this will be your pizza order for the whole 3 month term. You are not able to order Hawaiian pizza for October and pepperoni pizza for November (for example). You will be able to make changes to your orders for the second and third terms.

Please read the instructions below to register if you are new to the online lunch ordering system.

### **How to get started:**

1. Go to: [cccs.hotlunches.net](http://cccs.hotlunches.net)
2. Click the "REGISTER" tab in the top right corner. (If you have already used the system please LOGIN)
3. Fill in the 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 the payment is processed. 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](mailto:accounts@cathedralschool.ca) and send the password separately to me: [office@cathedralschool.ca](mailto: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 24<sup>th</sup>.** 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 21<sup>st</sup>.

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

— *Lisa*