

HIGHLANDS HOT LUNCH PROGRAM – 2022-2023

Deadline to order for the first hot lunch is **Sunday October 2022 @ midnight.**
First hot lunch day will be **Thursday, October 13,2022**

Hello Highlands Parents/Guardians,

As we dive into another exciting year at school, it is also time to get the Hot Lunch Program up and running.

Our hot lunch program is organized **entirely by volunteers** with help from our **Grade 6 Leadership Team** students. It is a great way to take a break from packing lunches on Thursdays! As well, PAC uses the extra funds collected to enhance your child's learning environment through different programs. We appreciate all the continued support from our Highland's families. Our ordering will take place online to ensure accuracy with the orders and to make the process as easy for everyone as possible. On-line Registration & Ordering will begin Wednesday October 5, 2022.

EVERY PARENT/GURADIAN will HAVE to REGISTER (or re-register as the system is wiped clean every year for privacy reasons) their child.....but it takes under 5 minutes....

HOW TO REGISTER:

1. Go to highlands.hotlunches.net
2. Click the "REGISTER" menu at the top right hand corner to sign up. **Our school code is "HIGH"**
3. Enter your name, email address and phone, then a user id that you will use for access to the hot lunches application. Enter a password and then enter it again to verify that it is correct.
4. Once registered, you will be logged into the website
5. Please add your students by clicking on the "STUDENTS" button below or the "PROFILE" menu tab in order to proceed.
6. Once your students have been added to the system you will be able to place lunch orders. To place orders click on "ORDERS" button in the top menu tabs. This will bring a drop down menu, click on "STUDENT ORDERS". This will bring up a list of your registered children. Click on the "ORDER" button to the right of their name. Then simply click on the day, and menu items you wish to order.

You may order by week or month or the entire 3 months at a time.

The hot lunch online order system requires a small amount of setup time at the beginning as you must register each child you have attending our school prior to ordering hot lunch. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

HOT LUNCH FAQ'S

- **How do I pay?**

E transfers - you can send a e-transfer to hespacpayment@gmail.com
Please ensure to clearly state who the payment is for in the comments on the e-transfer.

Cash or cheque - simply input your order online, hit "print off remittance form" and put form, cash or cheque in an envelope or plastic zip lock bag. You can drop off payments in the PAC lock box located in the office.

* If you do not have a printer please be certain you write: amount owing, child(ren) names and classroom and have it clearly marked.

** Please make all cheques payable to Highlands PAC and allow for up to 2 weeks processing time.

****Please Note: all payments MUST be submitted to the school by 9a.m. on the Monday prior to the hot lunch day.**

- **Can I order by week?**

Yes, deadline to order for hot lunch is midnight on the Sunday night prior to the hot lunch day. (example: cut off for ordering for Thurs, Oct 13 will be midnight on Oct 9th)

You can also order for the whole term – saving yourself time later!

- **Can I edit my order that has already been paid?**
Yes, provided it is before the order cut off day for that week's lunch, orders can be changed by parents. If there is a balance owing, it will tell you after the change has been made. If there is a credit, the credit will remain for next terms balance or order placed.
- **Lunch Cancellations?**
There will no lunch cancellations after the order cut-off date (Sunday prior to the hot lunches) Should your child not be present on hot lunch day, their lunch can be collected in the hot lunch room from 11:40-12:10. Any unclaimed lunches will be considered a donation to the hot lunch program and will go to other children in our school via programs, missing lunches, snacks etc.
- **What happens if my child gets missed on the handout? Mistakes do happen.....**
On occasion, orders can be missed. Please tell your child that if they are expecting a lunch and did not receive one, they need to notify either a lunch time supervisor, the kids helping out in the classroom, or come to the hot lunch kitchen! We will NOT allow a student to go without a lunch.
- **Can I volunteer?**
PLEASE!!! We are always grateful for anyone who could make time to volunteer for hot lunch on Thursdays in the kitchen. If you can help, we are in the kitchen from 11:15 am until just after 12:00. Younger siblings are welcome to join us in the kitchen as well. If you volunteer even once, you will not be expected to commit every week. There is also a volunteer sign up area in the hot lunches.net program. We appreciate all the help we get!
- **I do not have a computer and want to order my child a lunch, what do I do?**
Please e-mail highlandshotlunches@gmail.com and we can make sure you can place a order.
- **Still have questions?**
Please email all questions to highlandshotlunches@gmail.com

Thank you for supporting Highlands Elementary PAC and we hope that you enjoy not having to pack a few lunches throughout the school year!