

Hot Lunch Orders!

Once again we will be offering our popular 'Hot Lunch' program!

For those of you new to the school, here are some key facts:

1. We had a 97% participation by families at our school last year. All profits from this program go directly to our school PAC.
2. The first hot lunch day is Wednesday, October 3, 2018 and, thereafter, runs weekly (each Wednesday) through to January 30, 2019. We have four different menu rotations.
3. The online order system is now open and will close on Friday, September 21, 2018. This is the preferred method for placing your order. If you cannot access a computer to order online, you may pick-up a paper copy of the order form at the office.
4. Once your order has been submitted, please print your remittance and return it with your payment to your classroom or the office by **Friday, September 21**. It is important that we have the remittance with your payment to ensure we post payment to the correct account.
5. The hot lunch website is www.crescentpark.hotlunches.net. Full instructions are on the next page.
6. Please note: you cannot opt out of a particular week due to vacation, etc. If you are not at school that Wednesday, you can arrange to pick up your child's lunch or give it to another student.

IMPORTANT: WE WILL NOT BE ACCEPTING LATE ORDERS
Please ensure your orders are placed and payment received at the school
BY FRIDAY, SEPTEMBER 21

ALLERGIES:

Our suppliers have informed us that neither peanuts nor shellfish are included in any of their products, however some products are made in facilities where these ingredients are present. If you have ANY concerns, please contact the hot lunch team and you will be connected directly to our suppliers.

Thank you for your support!

Jackie Vuilleumier, Stacy McIntosh and Hilary Gottschalk Hot Lunch Coordinators

CRESCENT PARK ELEMENTARY SCHOOL: HOT LUNCH PROGRAM

Email: hotlunch@crecidentparkpac.com

ONLINE ORDERING INSTRUCTIONS

1. FIND THE SITE:

Go to the Crescent Park Hot Lunches website:
<https://crecidentpark.hotlunches.net/admin/>

2. REGISTER AN ACCOUNT:

Important: Privacy laws require us to delete ALL student history at the end of each school year, therefore you are required to re-register each September.

At the bottom of the 'login box' click 'click here to register'.
The school access code is **CPHL2018**
You must fill in ALL fields. Note: Your password is case sensitive.

3. ADD STUDENTS:

Click **Students**
Enter the student's name and class and click **Add New** button.
Repeat, as necessary.

4. PLACE YOUR ORDER(S):

Click **Order Now** or you can access ordering via the **Orders** tab at the top menu, click **Student Orders/Order Now**.

Select applicable menu items for each of the three menu types/days. (This term we have Pizza Day, Subway, Hot Dog Day and White Spot Day)

*****For each menu type, only enter the items once - they will automatically be copied to the other days of that same menu type (ex. You put in your Pizza Day selections once, and they are repeated for all the Pizza Days in that term).***

Scroll to the bottom of the order form and select **Place Order & Proceed**.

5. PRINT REMITTANCE AND MAKE PAYMENT (BY FRIDAY, SEPTEMBER 21):

Print Remittance and put it in an envelope with your payment (cheque or cash).
We offer two payment options:

- one payment for the full amount dated today: or
- two payments - one cheque (for half the amount) dated today and the second cheque (for the remaining balance) post-dated for November 15, 2018.

Cheques should be made payable to **CPPAC**.

CRESCENT PARK ELEMENTARY SCHOOL: HOT LUNCH PROGRAM

Hand in your remittance with payment to either your child's teacher or at the school office on or before **FRIDAY, SEPTEMBER 21**.

If you need technical assistance using the online ordering system, please contact the Hot Lunch Team at hotlunch@crecentparkpac.com.