

# *Prince Street School*

## **HOT LUNCH ORDERING September 2022**

We are excited to get the Hot Lunch Program up and running. We will be doing online ordering for all orders to ensure accuracy with the orders and to make the process as easy for everyone as possible.

Here's how to get started...

- ✓ Go to **ps.hotlunches.net**
- ✓ Click on "Click Here to Register"
- ✓ Enter Access Code **PSHL** (all uppercase)
- ✓ Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about hot lunch order deadlines, and your child's hot lunch order for the upcoming week)
- ✓ Click the "**Register Now**" button at the bottom
- ✓ Follow the instructions to add each child in your family who attends **Prince Street School**. Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order hot lunch for your child(ren)

If your child lives in two homes, each caregiver can register and place orders for the child by adding "Mom", "Dad" or some other designation to the child's last name as the system does not accept the same student name twice. Ex: John Smith (Mom) or John Smith (Grandparents)

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.

### **PLACING ORDERS**

Lunch orders can be placed immediately once your children have been registered in the system.

**Orders can be placed for a month or one week at a time.**

**Orders can be changed throughout the month but the deadline for ordering or modifying orders for each week is **Sunday Evening at 9 PM.****

1. Log in to <https://ps.hotlunches.net> by entering your user id and password and clicking the "Login" button
2. Click on the "Students" button. Below your child's name, you will see currently available lunch schedules.
3. Click the "Order" button beside the schedule of interest.
4. Enter your order and click "Update Order & Proceed".

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## LUNCH PAYMENT OPTIONS

Once you have placed an order and clicked on the "Update Order and Proceed" button at the bottom of the order form screen, another screen will appear with a total of the amount owing. Payment can be made on-line by filling in your credit card information.

**Preference is that payments are made online with credit card.** There is a transaction charge of 2.7% plus \$0.25 per transaction. An alternative is to send payment to the school along with a remittance form or note indicating name, class, and purpose of the payment.

**Important:** Orders paid in cash must be sent to the office prior to 9:00 am on the first school day of the week. Any overpayments will be credited to your account to be used for future orders. *Reimbursements are not made if your child is absent from school and does not receive their food order.* Arrangements can be made with the teacher to get the food the next day or it can be given to a student in need.

## EMAIL NOTIFICATION AND PROFILE

The system will send you a weekly reminder detailing what you ordered for the upcoming week.

## ADDITIONAL HELP AND SUPPORT

If you need help registering or using the online ordering system, please call the school or send an email to [jenicholson@edu.pe.ca](mailto:jenicholson@edu.pe.ca)

## SCHOOL CANCELTION POLICY

If school is cancelled, the lunch order for that day will be deleted from the system and your account will be credited with the amount of the food order for that day.

## Menu Selections for 2022-2023

**Monday**....White Milk (.50¢) or Chocolate Milk (.80¢)

**Tuesday**...Pizza (\$2.75)  
Ice Cream Sandwich (\$1.00)  
White Milk (.50¢) or Chocolate Milk (.80¢)

**Wednesday**...Subway (\$4.50)  
Fudgesicle (\$1.00)  
White Milk (.50¢) or Chocolate Milk (.80¢)

**Thursday**..... White Milk (.50¢) or Chocolate Milk (.80¢)

**Friday**... White Milk (.50¢) or Chocolate Milk (.80¢)