

# HOT LUNCH 2017 - 2018

Parent Council (**CSPC**) is ready for another exciting year at school! While Our Lady of Peace School is moving toward 'Cash Online Payment system' for school directed initiatives (trips/milk program), CSPC has opted to maintain most of its fundraising initiatives through the hotlunches website (exception - curriculum enhancement).

This letter serves as an introduction for new parents and a reminder to returning parents that our online 'Hot Lunch' program is used to order Pizza Lunch, Subway Sandwich and **NEW** for this year - PITA PIT & BOOSTER JUICE!

## Here's how to get started online...

- Go to [olp.hotlunches.net](http://olp.hotlunches.net)
- Click on "Click Here to Register"
- Enter Access Code OLP (all caps)
- 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 Our Lady of Peace School (for students grades 5 - 8 French Immersion please chose homeroom/AM teacher)
- Once your child(ren) are registered, click on "Orders"
- Proceed to order hot lunch for your child(ren)

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. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

We encourage online ordering to ensure accuracy and make the process as easy as possible for all. For those parents who do not have access to a computer, a paper version for ordering can be requested from the office.

### Payments:

We encourage everyone to use Paypal, however, for this school year, we will continue to accept cheques\* and cash for hot lunch order payments.

### Paying with Paypal\*\*:

You can either pay with a credit card (personal or prepaid) as a PayPal guest (Visa, Mastercard or Amex), or use/set up your own PayPal account.

### Paying with cheque\* or cash:

A remittance slip (from online order) or your paper order form **must** be attached with the cheque or cash, and **must** be dropped into the lock box located in the main office. Please keep in mind, office staff are not responsible for ensuring cheques/money are received on time by CSPC.

If you have any questions or concerns, please contact our 'hotlunch' team at [olpfee@gmail.com](mailto:olpfee@gmail.com)

\* NSF cheques will be subject to all bank fees charged to CSPC

\*\* Please Note: You must contact PayPal directly for resolution of issues relating to your PayPal account