



ELEMENTARY HOT LUNCH PROGRAM

Dear Elementary Parents/Guardians

We are excited to announce that our **Thursday Hot Lunch Program** will be starting up again this fall.

The Elementary school has implemented an online ordering and payment system that avoids the handling of money or paper order forms., etc. The online site is called “**Munch a Lunch**” and it allows you to place your order, for a term at a time (or weekly if preferred) and submit payment using VISA or Mastercard. You may also pay with a **SOFund** cheque. These must be submitted to the office by Monday at 3:00 in order to meet the cut-off deadline for processing. **CASH payments WILL NOT be accepted.**

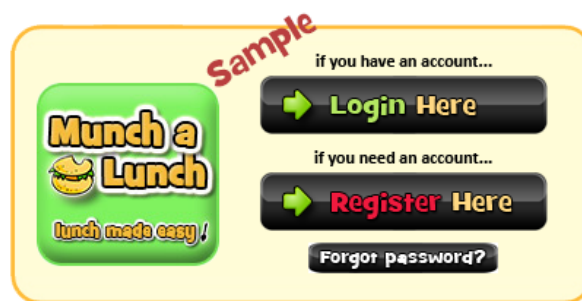
***Please note:** any changes or cancellations to an existing order must also be made before the cut-off deadline each week. REFUNDS will not be available.

If ordering weekly, your order will need to be submitted by **Monday** of the hot lunch week (ordering for the week **will close at midnight on Mondays**, therefore same day ordering will no longer be possible). The opportunity to contribute towards **World Vision** children we are currently supporting will be available on the **Munch a Lunch** site as you place your order.

Your first step is to sign in and **register an account for your family**. If your child had a remaining balance from the Hot Lunch program at the end of the school year, a credit will be added to your account (K-6) or designated for use towards the purchase of school/playground equipment, special projects, and student events (Gr. 7).

Registering your account:

1. Click this link - <https://mypcs.ca/hotlunch>
2. Click the “**Register Here**” button (as shown below). The system will guide you through the steps.
3. After adding your children, click the green “**Order Lunch!**” button to place your order
4. For all following logins, just click the “**Login Here**” button to access your account.



NOTE:

- If you need assistance with ordering, or do not have internet access, please contact the elementary office.
- If your child is ill on a lunch date, you are welcome to come and pick up their lunch by 11:45am; otherwise please consider it a donation for a child who does not have a lunch. REFUNDS will not be available.
- We appreciate your support for our hot lunch program where the funds go towards additional playground equipment or special projects and events around the school.

Sincerely,
PCS Elementary Admin Team