

Wainwright Elementary School

HOT LUNCH 2016-2017

Now that we're back in the swing of things it's time to get the Hot Lunch Program up and running. We will be doing online ordering for all orders so as 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 **<http://wepa.hotlunches.net>**
- ✓ Click on "Click Here to Register"
- ✓ Enter Access Code **WEHL**
- ✓ 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 attend WES
- ✓ Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order hot lunch for your child(ren). (To allow enough time for our volunteer to get the orders to the suppliers, orders must be submitted by the 22nd of the month before, no exceptions.) Due to February being a short month, orders for March will be due February 20th.

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. All accounts from last year have been cleared from the system, this is a requirement of Hot Lunches.net. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

Payment Options:

Parents have a few payment options. You can pay online through PayPal, either as a guest, or through your own PayPal account with Visa, Mastercard, or Amex. Or in person at the school with cash or a cheque made payable to WEPA (Wainwright Elementary Parent Association).

Payments with cash or cheque must be received on the 22nd, unless it falls on a weekend, then you can pay on the Monday following. If you need to make arrangements to pay on a later date in the month, you must do so in advance by emailing wepawes@gmail.com. Unpaid orders will be deleted prior to orders being sent to our suppliers.

****Please Note:** Should you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.

We are asking all parents to please enter orders online, unless you do not have access to a computer, phone, or other device that allows you access to the internet. If you prefer not to pay online, just send payment to the school with a note that states your child's name, hot lunch, and the amount paid.