

# Wainwright Elementary School

## HOT LUNCH PROGRAM

2024-2025

### WHO RUNS THE HOT LUNCH PROGRAM?

The hot lunch program is run by the volunteers of Wainwright Elementary Parent Association (WEPA).

### WHO DO I CONTACT IF THERE ARE ISSUES?

If you have any questions about your account or menu items, please email [wepawes@gmail.com](mailto:wepawes@gmail.com).

### REMINDER:

All accounts from last year were cleared from the system and no longer exist. Families wanting to order this year will need to set up a new account.

### PROGRAM INFORMATION:

- The majority of menu items will be prepared and individually packaged at local vendors only, following AHS guidelines. Hot dogs (packaged) are prepared in house by our volunteers.
- For now only October is open for order. The last day to order is September 26<sup>th</sup>. Parents will be notified as more menus are open for ordering.
- Unpaid orders will be deleted. **Late orders will not be accepted.**

### SETTING UP YOUR ACCOUNT:

- Go to <http://wepa.hotlunches.net>
- Click on "Click Here to Register"
- Enter Access Code **WESHL**
- 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 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 WES
- Once your child(ren) is registered, click on "Orders"
- Proceed to order hot lunch for your child(ren). If you're ordering for a child in Kindergarten, please make sure you are only ordering for the days they are in school.

For a step-by-step guide to creating your account please see the Hot Lunch Parent Guide.

### PAYMENT OPTIONS:

**E-Transfer:** Payments can be e-transferred to [wepawes@gmail.com](mailto:wepawes@gmail.com). Payments are auto-deposited so passwords aren't needed. Please put your child's name in the message so we know which account to apply the payment to. Remember the program is run by volunteers who have other jobs, so give them a week or two to apply the payment to your account. The payments will be applied prior to the due date.

**PayPal:** Either as a guest or through your own PayPal account with Visa, Mastercard, or Amex. Please Note: If you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.