



## **FUN LUNCH FALL 2021 SESSION**

The Fun Lunch program will be commencing for the school year beginning October 20, 2021. We would like to thank you for supporting this important school council fundraising project. Proceeds from this program go directly to supporting the purchase of priority items for the school, students & teachers.

Once again, the HotLunches.net website will be used to place and manage orders. **Everyone will need to create a new account for the 2021/2022 school year for your student(s).** The instructions to create an account are available on the back of this letter. To order any of the selections offered, please carefully complete the on-line order form. Payment is accepted by cheque or credit card. If you choose cheque, please print and attach the remittance form from the Hotlunches system and return it to the office **NO LATER than October 7<sup>th</sup>**. Please make cheques payable to **Connect Charter School**. Any order placed after October 7<sup>th</sup> must be paid for by credit card.

You may choose to place all orders at once **OR** at multiple times throughout the session. **Please note, your Hotlunches account balance must be ZERO at the time the order is sent to the vendor to allow the system to process your order.**

**The following lunches and snacks will be offered from October 20 to November 26, 2021:**

Wednesday, October 20 - Edo	Wednesday, November 10 – Via Cibo
Wednesday, October 27 - Subway	Wednesday, November 17 – Mucho Burrito
Friday, October 29 – Glamorgan Bakery & Booster Juice	Friday, November 19 - Cobs
Wednesday, November 3 – Coco Brooks	Wednesday, November 24 – OPA!
Friday, November 5 – Stampede Kettle Corn	Friday, November 26 – Saucy Bread Co.

**Single Day Field Trips:** If a class is away, the entire lunch order will be put into the Fun Lunch fridge and distributed upon their return to the school. Snacks will be left in the classroom/office/staff fridge for distribution upon their return.

**Absences:** If your child will be away and you would like to pick up their food or have it given to another student, please email the Fun Lunch committee **by 10 a.m. the day of the lunch or snack** at [funlunches@connectcharter.ca](mailto:funlunches@connectcharter.ca).

**Changes to Orders:** You may make changes to your online orders up to **10 days PRIOR** to the **originally scheduled** lunch or snack date to facilitate the vendor's order.

**Cancellation of Orders:** If for any reason you have to cancel your order prior to the 10 day cut off, a credit will be applied to your Hotlunches account. **All credits must be used before end of school year 2021/2022.** We are unable to issue refunds, so any remaining balances at the end of June will be donated to the school. *Please make sure of your student(s) school calendar dates before ordering.*

**No order changes or cancellations to orders within the 10 days leading up to the scheduled Fun Lunch or Snack can be accommodated. We apologize in advance for any inconvenience.**

If you have any questions please email us directly at [funlunches@connectcharter.ca](mailto:funlunches@connectcharter.ca)

All the best for a great school year,  
Tammy & Charmaine  
Volunteer Fun Lunch Coordinators

\*\*\*\*\* Please keep this cover letter for reference \*\*\*\*\*

## **Quick Guide**

1. Go to <https://ccs.hotlunches.net/admin/>
2. Choose **“Click Here to Register”** – to register your own profile
  - a. Register for an account – access code is **CCSHL** (this code is case sensitive)
  - b. Complete the registration form
3. The next screen will ask you to register your students. Start by clicking on the **“Students”** button.
  - a. Enter child’s first and last name.
  - b. Select child’s **homeroom** class from the drop down menu.
  - c. When completed, click the **“Add New”** button and add another child if needed.
4. To place an order for your child(ren) click **“Order”**. You will note that your child’s status will be listed as *Unverified*, this will not hold up your order. We will verify your student in the system after you have set up your profile and placed an order. Verification simply allows us to confirm that those who have ordered are current students of CCS.
5. The next screen is the **“Student Order On-Line Order”** screen. Choose the meals you would like to order. Click **“Update Order & Proceed”**.
6. **Payment**
  - a. **Cheque Transactions:** If you are electing to pay by cheque please print the **Remittance Form**, attach your payment to the form and return it to your homeroom teacher.
  - b. **Credit Card Transactions:** We are charged a fee for credit card transactions and to reduce the costs of providing this service we are passing on the expense to the purchaser. This transaction fee will appear on the **Account Balance** page. At this point you can continue with credit card payment or you can select *Print Remittance Form* and continue with a cheque payment. If you have paid by credit card you do not need to send in a **Remittance Form**.

If you have any questions or problems registering your child(ren) or need assistance placing an order please email [funlunches@connectcharter.ca](mailto:funlunches@connectcharter.ca) We will contact you at our earliest convenience.