

Westfield Elementary School

HOT LUNCH 2016 - 2017

As we get ready for another exciting year at school, it is also time to get the Hot Lunch Program up and running. We will be doing online ordering for all orders, to facilitate accuracy and also to make the process as easy for everyone as possible. ****The registration process is required for both new and returning families; this is due to a system reset that is done over the summer months, to purge our system of personal information as students/families leave the school.****

HOW TO GET STARTED:

- ✓ Go to westfield.hotlunches.net
- ✓ Click on "Click Here to Register"
- ✓ Enter Access Code: **WSHL**
- ✓ 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 Westfield Elementary School
- ✓ 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 time for account set-up, as you must register each child you have attending our school, prior to ordering hot lunch. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

PAYMENT OPTIONS:

- We accept hot lunch order payments through PayPal (www.paypal.com).
- You can either pay with a credit card or bank account as a PayPal guest (Visa, Mastercard or Amex), or set up your own PayPal account.
 - NOTE: Should you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.
- Cheque or cash payments will be accepted; **they must be sent to the school before the 20th of each month.**
 - NOTE: If payments are not received, hot lunch orders will not be processed until payment is submitted.

ALL HOT LUNCH ORDERS AND SUBSEQUENT PAYMENTS MUST BE SUBMITTED BEFORE THE 20TH OF EACH MONTH; late orders, and orders submitted without payment, will not be processed.

We would encourage any questions/concerns to be sent to westfieldhotlunch@gmail.com; you can also contact Wendy Crews (217-0218) after 6pm. If you do not have internet and/or computer access, please contact Wendy to discuss alternative ordering options.

Thank you,

Hot Lunch Volunteers

SEE REVERSE FOR FURTHER DETAILS... →

Additional Parent Information:

Hot lunch service will begin **Monday, September 19th**; to support families in understanding the ordering process, please find a chart below, identifying final order and payment dates for each month of the school year.

HOT LUNCH - ORDER & PAYMENT DATES			
ORDER MONTH	FIRST DAY TO ORDER	LAST DAY TO ORDER	PAYMENT DUE
September & October	September 8	September 16 @ 11pm	September 20
November	October 1	October 19 @ 11pm	October 20
December	November 1	November 19 @ 11pm	November 20
January	December 1	December 19 @ 11pm	December 20
February	January 1	January 19 @ 11pm	January 20
March	February 1	February 19 @ 11pm	February 20
April	March 1	March 19 @ 11pm	March 20
May	April 1	April 19 @ 11pm	April 20
June	May 1	May 19 @ 11pm	May 20

****Please note – September and October orders are combined due to the short ordering schedule in September***

Also, please note the dates below, identifying when the hot lunch program will not be offered, and as well a list of the items offered each day of the week:

Hot Lunch – Important Dates

- Service begins Monday, September 19th
- Hot Lunch will not be offered the week before Christmas Break, December 19-23
- Hot Lunch service will resume Wednesday, January 11th
- Hot Lunch will not be offered June 19-23, the last week of school

Monday	Tuesday	Wednesday	Thursday	Friday
1. <u>Subway</u> : 6" or Deli Turkey, Ham 2. <u>Grass Roots Grill</u> - Chicken Noodle Soup 3. Choc & White Milk	1. <u>Dominos</u> : Pizza, Chicken Poppers & Pasta w/ Marinara Sauce 2. <u>Lou Services</u> Chicken Noodle Soup 3. Fruit & Veggie Cups 4. Choc & White Milk	1. <u>Chicken Fingers</u> , OR <u>Grilled Cheese</u> 2. <u>Grass Roots Grill</u> – Ham Sandwiches 2. Fruit & Veggie Cups 3. Choc & White Milk	1. <u>Papa John's</u> : Pizza & Chicken Poppers OR <u>Lou Services</u> – Beef Macaroni 2. <u>Grass Roots Grill</u> - Chicken Noodle Soup 3. Choc & White Milk	1. <u>Hamburgers & Chicken burgers</u> 2. <u>Grass Roots Grill</u> - Beef Sliders 3. Fruit/Veggie Cups 4. Choc & White Milk