



## Ecole Heather Park PAC Hot Lunches: 2018-2019

Each year, the PAC offers hot lunches to families to take a load off of parents (does anyone actually ENJOY making lunches!?), and to raise funds for the school. These funds are used to support students in the school, whether through classroom supplies, field trips, or other initiatives. **When choosing hot lunch vendors and options, we consciously try to keep the cost as low as possible for families.**

This year, we continue to 'go green', and reduce the paper and volunteer hours necessary for hot lunches. As you can imagine, the paper and volunteer time involved in putting these lunches on (from organizing to collecting forms and distributing food) is onerous. As a result, we will continue using the online ordering system. **(Please sign up for e-mail updates to get notification – instructions below – to be informed when our schedule is finalized).** If you don't want to order all at once, you may also choose to order your hot lunches closer to the date.

**For families that are unable to pay online:** please visit the website and place your order. You will then bring your payment to the school (please make sure you note your children's names so we can balance your account!). Paper forms will be available by request at the office for those families who do not have computer access. **\*CASH AND PAPER FORMS SHOULD BE PLACED IN THE WOODEN PAC BOX IN THE OFFICE.\***

Please note the order deadline dates on the website. Late orders will NOT be accepted. Due to the large volume of orders, we are unable to provide change. However, if you have an online account, it can be credited for overpayments of \$1 or more. Changes and cancellations cannot be accepted after the order deadline date.

**For reminders on hot lunch order deadlines, please sign up for our PAC website updates:**

1. Visit [www.heatherparkpac.info](http://www.heatherparkpac.info)
2. Enter your e-mail in the "Get Updates by Email" area
3. Confirm your acceptance when you receive the e-mail

**Full instructions for ordering online are below, and some frequently asked questions are answered on the back of this newsletter.** Thank you for supporting Heather Park PAC – have a great year!

### How To Order Hot Lunches Online

**If you already have an account set up for your children:**

1. Go to [www.heatherparkpac.info](http://www.heatherparkpac.info) and click on the tab called "Hot Lunch Orders"; click through to the hotlunches.net website
2. Click on the "Profile" tab, and from the dropdown menu, select "students".
3. **Select "edit" beside your child's name and change their teacher to this year's class (make sure you click "update" after each change). Repeat for each child.**
4. Add any new students you have in school this year
5. Select "Current Schedules" from the "Orders" tab to get to the order screen.
6. For payment directions, go to Step 7 below.

**If you do not already have an account set up:**

1. Go to [www.heatherparkpac.info](http://www.heatherparkpac.info) and click on the tab called "Hot Lunch Orders"; click through to the hotlunches.net website (instructions continued on reverse)

The first hot lunch  
ordering deadline  
is Wednesday,  
October 3!



2. Set up an account by clicking on “Click Here to Register”. **Fill out the required information, using access code HPHL.** Once all fields are completed, click on “Register Now”.
3. Click on “Students” to set up your children in the system. Fill in their information and select their teacher. Once complete, click on “Insert”. (Click on “Add New” to add additional children).
4. Click on “Manage Orders”.
5. Click on the “Order” button for the hot lunch you’d like to order and fill in your child’s order choice(s). Once complete, click on “Place Order & Proceed”.
6. Repeat for all children you are ordering for.
7. Once all orders are complete, click on “Pay With Paypal” at the top of the page; follow instructions to submit payment. **\*\*\*To use a credit card for payment, you must click on “Pay With PayPal”. From there it will give you an option to enter a credit card even if you do not have a PayPal account.\*\*\***

Questions? Check out the Parent Guide at the HP PAC website! Still have questions? E-mail [pamelasaulters@gmail.com](mailto:pamelasaulters@gmail.com)

### Hot Lunch Frequently Asked Questions:

*Q: I don't have a computer (or don't want to pay online). Can still order?*

A: Absolutely! You can place an order online and simply send in money (cash or cheque) to the office. Or, you can visit the office to pick up a paper order form.

*Q: I don't have PayPal. Can I pay by credit card?*

A: Yes! When you click through to “Pay with PayPal”, there is an option to use a credit card at the bottom of the login screen.

*Q: Do I have to pay for each child separately?*

A: No! If you're ordering online, it'll lump together all of your children attached to your user account. If you're sending money to the school, please just put all order forms and money in an envelope, and put the total amount (cash or cheque – made out to Heather Park Elementary PAC)!

*Q: What if my child doesn't like the options available?*

A: We do our best to offer a selection of items that we think kids will eat and enjoy. If your child doesn't care for the options available, they will have to wait for a hot lunch that is more to their liking.

*Q: I missed the order deadline. Can I still place an order?*

A: No. The order deadlines are set to give us time to compile orders and to get them to the suppliers. Even one late order can create a lot of work for the hot lunch coordinators. If you haven't already done so, please sign up for the PAC website updates by entering your e-mail address ([www.heatherparkpac.info](http://www.heatherparkpac.info)) to be notified of hot lunch deadlines.

*Q: Can I change or delete an order once placed?*

A: As long as it is before the order deadline, you can change or delete an order. If the deadline has passed, you will not be able to make changes.

*Q: I need help! Who can I contact?*

A: For online issues, please email [pamelasaulters@gmail.com](mailto:pamelasaulters@gmail.com) . For other inquiries, please email [colleenhughes7@yahoo.ca](mailto:colleenhughes7@yahoo.ca) or [shawnaswaykoski@hotmail.com](mailto:shawnaswaykoski@hotmail.com)

*Q: I don't have exact change. Can you send the difference home with my child?*

A: Due to the high volume of hot lunch orders, it is not possible for us to make change. However, if you have an online account, we can add a credit there for overpayments of \$1 or more.