



ST. MATTHEW'S ELEMENTARY SCHOOL HEALTHY LUNCH PROGRAM – TERM 2

The Term 2 (January – March) Hot Lunch Menu is now available online. Lunch will be served every Wednesday beginning **January 11, 2017**. Families interested in registering their child(ren) in this program should follow the below instructions:

Families who have already registered from previous Term (Term 1 2016)

- ❖ Visit <http://smes.hotlunches.net> & log into your existing account
- ❖ Please follow the steps for each child ordering lunch
- ❖ After completing your entire menu selection, click the button at the bottom of the menu page to ensure your order has been updated & you can proceed to pay online (via PayPal)
- ❖ After paying online, there are no more steps to follow

All families who have not registered for this school year (2016/2017)

- ❖ Visit <http://smes.hotlunches.net> & register your child/children
- ❖ The link will prompt you to create & register for an account that you have access to any given time – input **SMHL** in the Access Code box
- ❖ Please follow the steps for each child ordering lunch
- ❖ After completing your entire menu selection, click the button at the bottom of the menu page to ensure your order has been updated & you can proceed to pay online (via PayPal)
- ❖ After paying online, there are no more steps to follow

Important Points to Note & Follow: *(please read carefully)*

- ❖ Each participating child should bring their own lunch container (w/ matching lid) on the given lunch day. Container must be of appropriate size, so all ordered lunch items can be included inside. Levels of warmth for food served will depend on the type of container being used.
- ❖ These containers should come back clean prior to each Wednesday lunch service.
- ❖ Appropriate cutlery should be brought in from home as well.
- ❖ You do *not* have to order lunch every Wednesday, but you do however, have to complete your order for the entirety of Term 2
- ❖ The current online menu selection will be valid from January 11/17 – March 29/17
- ❖ Any changes required for any given week of your child's lunch must be done 7 days prior to affected lunch date.
- ❖ **New Payment Options** have been added to choose from:
 - PayPal – use the PayPal link provided after placing order (you do NOT need a PayPal account to pay by credit card); no further action is required once you have paid online
 - Cheque – make payable to *St. Matthew's Parish* (wait until you receive an invoice from the school prior to making payment)
 - Cash – submit exact amount to school office (wait until you receive an invoice from the school prior to making payment)
- ❖ If paying by cheque/cash, please do **not** print out the Remittance Form created for your account at the end of your registration/order. Please **only** pay upon receipt of invoice from the school (invoices will sent home with eldest child).
- ❖ **Deadline** for order submission for Term 2 lunch service is **Sunday Jan. 8 (11:59pm)**.

Please Note: Hot Lunch Service will not be provided during Spring Break