

Huntley Centennial Public School Parent Council

MILK & LUNCH PROGRAMS 2016 - 2017

As we get ready for another exciting year at school, it is also time to get the milk and lunch programs up and running. We will be providing the option for online ordering which will help to ensure accuracy with the orders and make the process as easy as possible.



MILK PROGRAM will be served daily

LUNCH OFFERINGS

We will be alternating on **Wednesdays** between:

Quiznos Subs: 6" sub with a choice of: Trio Sub, Turkey, Ham, Tuna and Vegetarian

Carp Pizza: Cheese or Pepperoni Slice or Gluten-free Cheese

Caesar salads available to order on both days

We will be alternating on **Thursdays** between:

Chicken Fingers: 2 or 4 chicken fingers, carrots & celery sticks with dips

Booster Juice – Smoothie and/or wrap combination



ORDER FORMS ARE DUE NO LATER THAN EOD FRIDAY, SEPTEMBER 23rd, 2016

ABSENSES, FIELD TRIPS, AND SNOW DAYS

- If your child will be absent from school, you can arrange for a friend or sibling to keep their lunch for them, or request that we hold it for them in the fridge for the next day. You must give prior notice to the Lunch Coordinator.
- Field Trips occasionally fall on a lunch day, if that happens, we will hold the lunches for the following day after field trips.
- Should a SNOWDAY or CANCELLED SCHOOL DAY happen to fall on the lunch program day, the program will be cancelled for that day & will not be rescheduled or refunded.

If you have any questions or if you would like to volunteer, please contact Debbie McQueen (Lunch Co-ordinator) at:

lunchprogram@huntleycentennial.org

LUNCH DATES

Milk

Schedule 1: Oct: 3rd to Feb: 16th (85 days)

Schedule 2: Feb: 21st to Jun: 28th (86 days)

Carp Pizza-18 lunches

Schedule 1: Oct: 5th, 19th, Nov: 2nd, 16th, 30th, Dec: 14th Jan: 11th, 25th Feb: 8th

Schedule 2: Feb: 22nd Mar: 8th, 29th Apr: 12th, 26th May: 10th, 24th, Jun: 7th, 21st

Quiznos Subs-17 lunches

Schedule 1: Oct: 12th, 26th, Nov: 9th, 23rd Dec: 7th, 21st, Jan: 18th Feb: 1st, 15th

Schedule 2: Mar: 1st, 22nd Apr: 5th, 19th May: 3rd, 17th, 31st Jun: 14th

Chicken Fingers -18 lunches

Schedule 1: Oct: 6th, 20th, Nov: 3rd, 17th, Dec: 1st, 15th, Jan: 12th, 26th, Feb: 9th

Schedule 2: Feb: 23rd, Mar: 9th, 30th, Apr: 13th, 27th, May: 11th, 25th, Jun: 8th, 22nd

Booster Juice-17 lunches

Schedule 1: Oct: 13th, 27th, Nov: 10th, 24th, Dec: 8th, 22nd, Jan: 19th, Feb: 2nd, 16th

Schedule 2: Mar: 2nd, 23rd, Apr: 6th, 20th, May: 4th, 18th, Jun: 1st, 15th

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Here's how to get started...

- ✓ Go to <<https://huntley.hotlunches.net>>
- ✓ Click on "Click Here to Register" (You must re-register on this site at the beginning of every school year.)
- ✓ Enter Access Code **HCHL**
- ✓ Complete the rest of the registration form. (Including your email address)
- ✓ Click the "**Register Now**" button at the bottom
- ✓ Follow the instructions to add each child in your family who attends Huntley Centennial Public School or edit information for children that are already registered
- ✓ Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order milk and lunches for your child(ren)

If you do not have access to a computer, and require a paper order form, please contact Debbie Pretty in the office (613 839 2020).

Payments:

We accept order payments through PayPal (www.paypal.com), or by cheque using the remittance form. You can either pay with a credit card as a PayPal guest (Visa, Mastercard or Amex), or set up your own PayPal account.

Please Note: Should you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.

Registration & Login

To access the site, please go to: <https://huntley.hotlunches.net>

To use the system, you will be required to register and provide your name and email address. This site has an SSL Certificate to provide full security of your personal information, and only the information required to manage the milk and lunch program is required. The volunteer site administrator cannot access your password and you select your own user id.

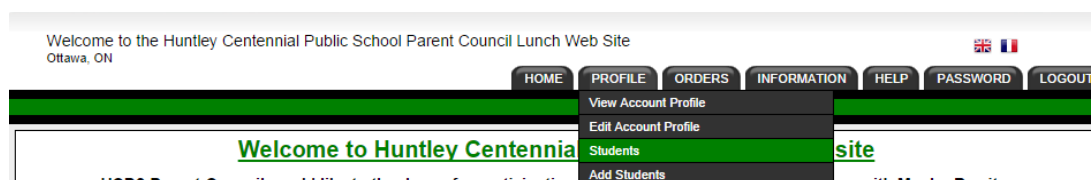
To register for an account click on the "**REGISTER**" tab on the main menu bar. This will take you to the registration form to create an account for your family. Each family will have one account and all of your children will be linked to this account.

All parents – New and existing will be required to register at the beginning of each school year. Once you have registered, you can immediately LOG IN.

Managing Students

Once you have logged into the system you will be at the "**Welcome Screen**". This is the first screen you will see each time you login and from here you can quickly access the major sections of the system.

To add / edit or delete your children click on the "**Students**" button to access the student management screen.



To add any student to the system you must click on the "**Add a Student**" button to access the form. It is also possible to access these pages from the "**PROFILE**" menu by selecting "**Manage Students**" or "**Add New**".

The "**Student Administration**" screen will allow you to specify your child's name and select which class he or she is in. Once you have entered the information click the "**Add New**" button.

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Placing Milk & Lunch Orders

Once your students have been added to the system you can immediately place milk & lunch orders. The “Student Administration” screen will list all your registered children and the information about any pending, current or recent orders that have been placed for each child.

Below each child’s information is a list of the current schedules and the orders that were made in each schedule for the student.



The screenshot shows a web interface titled "Student List". At the top, it displays student information: Name: Millar, Alex; Status: Verified; Class: Laura Bell - Gr: 7 - Div: ENG. There are "Edit" and "Delete" buttons to the right. Below this is a table with columns: Schedule, Total, Net, Status, and an "Order" button. The table lists several schedules, all with a Total and Net of \$0.00 and a Status of "No Order".

Schedule	Total	Net	Status	Order
Milk Program - Schedule 1 - Oct 3rd 2016 - Feb 16th 2017 (85 days)	\$0.00	\$0.00	No Order	Order
Pizza - Schedule 1 - Oct 5th 2016 - Feb 8th 2017 (9 weeks)	\$0.00	\$0.00	No Order	Order
Chicken Fingers - Schedule 1 - Oct 6th 2016 - Feb 9th 2017 (9 weeks)	\$0.00	\$0.00	No Order	Order
Quiznos - Schedule 1 - Oct 12th 2016 - Feb 15th 2017 (9 weeks)	\$0.00	\$0.00	No Order	Order
Booster Juice - Schedule 1 - Oct 13th 2016 - Feb 16th 2017 (9 weeks)	\$0.00	\$0.00	No Order	Order
Totals:	\$0.00	\$0.00		

By clicking on the “Order” button you will be able to place or edit an order. The order form will indicate the date range during which orders will be accepted. After the end date it will not be possible to place or edit an order. **Once an order has been paid you will not be able to make any further changes to the order.**

Order Form

We will have 2 milk & lunch schedules for 2016/2017. The 1st schedule will run from **Sept through to Feb 2017**. The 2nd schedule will run from **Feb through to Jun 2017**. We will notify you by email in January for schedule 2, and any modifications to your child’s lunch order can be made at that time.

The milk and lunch order forms are organized by menu item with the pre-calculated price and a box for you to confirm your order selection and quantity. When you enter the quantity, each line price is automatically calculated and the total order value is displayed at the bottom. When you are happy with the order, click on “Update Order & Proceed”.

Order Payments

Once you have completed each order you will be taken to a screen where all the orders are summarized.

Payment should be made after all student orders have been completed. You can review all account transactions and when you are ready to pay you have 2 options:

1. Pay online with Paypal - pay the outstanding order by clicking on the “PayPal Payment” button
2. Pay by Cheque – Print out the “Remittance form”, complete the details and send the form and cheque into school with your child.

THANK YOU FOR YOUR CONTINUED SUPPORT!