



MILK & LUNCH PROGRAMS 2014 - 2015

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.



LUNCH OFFERINGS (served @ 1st Nutrition Break 10:35am)

We will be alternating on Wednesdays between:

Quizno 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



ORDER FORMS ARE DUE NO LATER THAN FRIDAY, SEPTEMBER 19TH, 2014

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 to help please contact Debbie McQueen (Lunch Co-ordinator) at: lunchprogram@huntleycentennial.org

LUNCH DATES

Carp Pizza-18 days

Schedule 1: Oct: 1st, 15th, 29th Nov: 12th, 26th Dec: 10th Jan: 7th, 21st Feb: 4th

Schedule 2: Feb: 18th Mar: 4th, 25th April: 8th, 22nd May: 6th, 20th, June: 3rd, 17th

Quiznos Subs-17 days

Schedule 1: Oct: 8th, 22nd, Nov: 5th, 19th Dec: 3rd, 17th Jan: 14th, 28th Feb: 11th

Schedule 2: Feb 25th Mar: 11th, April: 1st, 15th, 29th May: 13th, 27th, June: 10th

Here's how to get started...

- ✓ Go to <<https://huntley.hotlunches.net>>
- ✓ Click on "Click Here to Register"
- ✓ 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).

Huntley Centennial Public School Parent Council

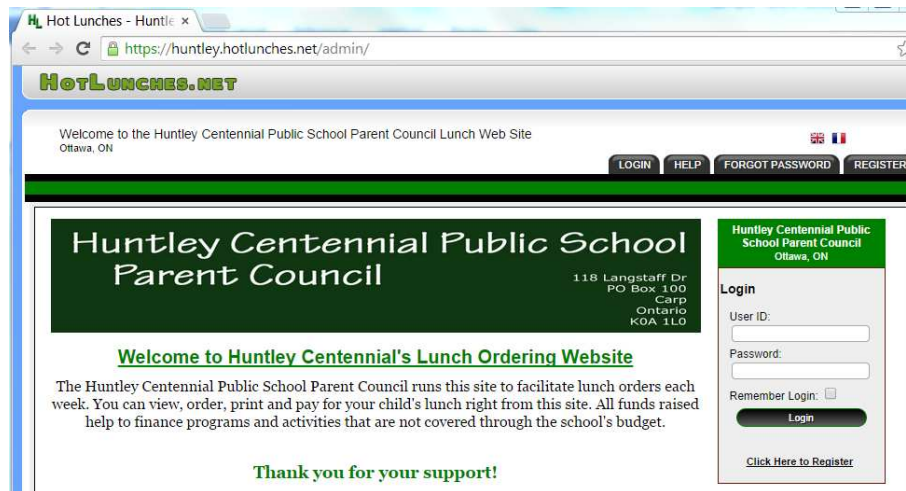
Payments:

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.

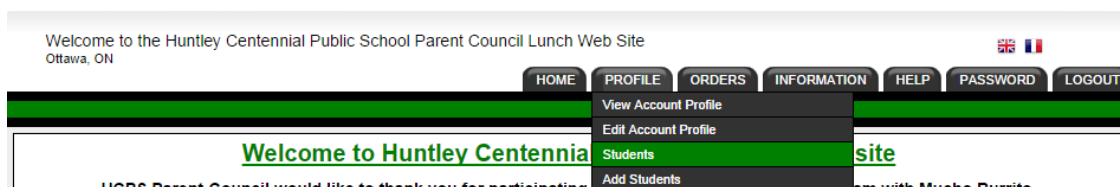
To register for an account click on the **“REGISTER”** tab on the main menu bar. This will take you to the registration form to create an account for your family. Each family will have one account and all of your children will be linked to this account.

Once you have registered, you can immediately LOG IN.

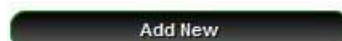
Managing Students

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.

Huntley Centennial Public School Parent Council

Insert a New Entry

First Name: Julie
Last Name: Millar

Class: Select a Class from List

- Select a Class from List
- Katherine Barberi - Gr. 1 - Div. FR
- Kerry Chick - Gr. 2/3 - Div. ENG
- Donna Christie - Gr. 3/4 - Div. ENG
- Stephanie Chambers - Gr. 4/5 - Div. ENG
- Laura Brown - Gr. 5/6 - Div. ENG
- Melissa Chow - Gr. 1 - Div. FR
- Toby Jones - Gr. 5 - Div. ENG
- Laura Bell - Gr. 7 - Div. ENG
- Julie Roberts - Gr. JK - Div. ENG
- Jeff McIntosh - Gr. 7/8 - Div. FR
- Mark Van Bolois - Gr. 8 - Div. ENG
- Kerry Corbett - Gr. JK/SK - Div. ENG
- Karen Launn - Gr. 1 - Div. FR
- Amanda O'Neill - Gr. 2 - Div. FR
- Rejeanne Dennis - Gr. 2 - Div. FR
- Nicole Gaudet - Gr. 3 - Div. FR
- Melanie Stone - Gr. 3 - Div. FR
- Krista Laughton - Gr. 4 - Div. FR
- Sylvain Flipsen - Gr. 4/5 - Div. FR
- Sharon Weglo - Gr. 5 - Div. FR
- Amanda McDonald - Gr. 6 - Div. FR
- Janet McPherson - Gr. 6 - Div. FR
- Holly Burnell - Gr. 7 - Div. FR
- Ian Galbraith - Gr. 7/8 - Div. FR
- Michelle Diotte - Gr. SK - Div. FR
- Alison Bowie - Gr. 1/2 - Div. ENG
- Nour Amjoun - Gr. 8 - Div. FR

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.

Welcome to the Huntley Centennial Public School Parent Council Lunch Web Site
Ottawa, ON

HOME PROFILE ORDERS INFORMATION HELP PASSWORD LOGOUT

Student Administration

Student List

Name: Millar, Alex
Status: Verified
Class: Laura Brown
- Gr. 5/6
- Div. ENG

Schedule	Total	Net	Status	
Carp Pizza Sep 29th-Feb 12th 14/15	\$0.00	\$0.00	No Order	Order
Milk Program Sep 29th-Feb 12th 14/15	\$0.00	\$0.00	No Order	Order
Quizno's Sub Sep 29th-Feb 12th 14/15	\$0.00	\$0.00	No Order	Order
Totals:	\$0.00	\$0.00		

Add New Account Transactions

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.**

Huntley Centennial Public School Parent Council

Order Form

We will have two milk & lunch schedules for the school year. The **1st schedule** will run from **September 29th through to February 12th 2015** (18 weeks / 85 days). The **2nd schedule** will run from **February 17th through to June 19th 2015** (17 weeks / 80 days). Modifications to your child's lunch order may be made when you order in January/February.

We will send out an email communication at the end of January 2015 to remind parents to place their order for the 2nd milk and lunch schedule.

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"**.

Carp Pizza Sep 29th-Feb 12th 14/15 Orders

Carp Pizza Sep 29th-Feb 12th 14/15 - Orders will be accepted between Wednesday September 3rd, 2014 & Friday September 19th, 2014.

On-Line Order
Carp Pizza Sep 29th-Feb 12th 14/15
Alex Millar

Carp Pizza Order Form Monday September 29th, 2014

Note: You can order a salad without ordering Pizza

Side Caesar Salad: - (\$2.25 x 9 weeks)	<input type="text" value="1"/>	x \$20.25	\$20.25
Plain Cheese Pizza: - (\$2.40 x 9 weeks)	<input type="text" value="2"/>	x \$21.60	\$43.20
Pepperoni and Cheese Pizza: - (\$2.55 x 9 weeks)	<input type="text" value=""/>	x \$22.95	
Gluten Free Cheese Pizza: - (\$3.00 x 9 weeks)	<input type="text" value=""/>	x \$27.00	
			\$63.45

Order Total: \$63.45

[Update Order & Proceed](#) [Cancel Changes](#)

Order Payments

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

Carp Pizza Oct-Feb 14/15 Orders

Order Has Been Saved for Alex Millar

Ordered By Alex Millar
On-Line Order Number :: 911039
On-Line Order Status :: Unpaid
On-Line Order Total :: \$83.70
Account Balance :: \$83.70

[View Account Transactions](#)

Hot Lunch Program
Account Balance: \$83.70
Paypal Transaction Fee: \$2.72

[Pay With PayPal](#)

[Print Remittance Form](#)

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!