

OLYMPIC HEIGHTS PARENT ASSOCIATION FUN LUNCH

ONLINE ORDERING INSTRUCTIONS

We are pleased to announce that the *HotLunches.net* system is ready and available for your Fun Lunch orders for Term 2 in the 2018-2019 school year. This system allows you to place your Fun Lunch orders online and pay online using PayPal.

The following lunch and treat events will be offered for Term 2:

Deadline for orders and payments is 10 calendar days prior to each event.

Thursday, February 7 - Lakeview Bakery Cookie Treat (Kindergarten – Grade 6) **

Thursday, February 21 - Subway Lunch (Grades 1- 6)

Thursday, March 14 - Pizza 73 Lunch (Grades 1- 6)

Thursday, April 11 - Kernels Popcorn Treat (Kindergarten - Grade 6) **

Thursday, April 25 - Edo Lunch (Grades 1 - 6)

Thursday, May 9 - Cobs Scone Treat (Kindergarten - Grade 6)**

Thursday, May 23 - Pizza 73 and Cheecha Puffs (Grades 1- 6)

****All treat orders will be distributed by Teachers sometime during the morning. All Kindergarten students will receive their order to bring home.**

- Preferred payment is online via *PayPal*.
- Paying for all orders at one time will minimize your PayPal fees. Fun Lunch does not issue refunds, however if orders are cancelled by parents, monies can be transferred to Fundraising (within the same school year) or are considered a donation to OHS Parents' Association.
- **Orders which remain unpaid after the order deadline will automatically be cancelled.**
- If you do not have access to a computer, please contact the office for further information.
- See online ordering instructions on following page.

ONCE PER SCHOOL YEAR, parents must register and create a NEW User ID and password. The system will not recognize prior school year's registration as it is cleared each summer. Once registered, you will use the same log-in parameters to access BOTH of our parent association websites (Fundraising and Fun Lunch).

Thank you for your continued support of OHS through the Fun Lunch program. This program serves as a fundraiser for our school. Profits will be used to purchase priority items as identified by Administration and Staff.

Kind Regards,

The Fun Lunch Committee
funlunch@ohsparent.com



Olympic Heights Fun Lunch

ONLINE ORDERING QUICK GUIDE

Step #1 - Go to <https://ohs.hotlunches.net>

Step #2 - “**Click Here to Register**” – a once per school year registration

- a. Complete the registration form (record your password)
- b. An email confirmation will be sent to the email you provided

Step #3 – Select “**Students**” button

- a. Enter your child’s name
- b. Select child’s teacher & class from the drop down menu
- c. Add additional children in your family who attend Olympic Heights
- d. You will note that your child’s status will be listed as *Unverified*, this will not hold up your order. We will verify your student in the system after you have set up your profile and placed an order. Verification simply allows us to confirm that those who have ordered are current students of OHS and listed in the correct classroom.

Step #4 – Select “**Order**” button

- a. Complete your child’s (children’s) order for each event in the term. Please enter their order carefully and review.
- b. **Preferred payment is via PayPal** – see below if you don’t have a personal account. If you pay by cheque (payable to the Olympic Heights School Parents’ Association) or cash you will need to print the remittance form, attach the payment to that form and submit it to school office within 2 days of placing your order. **Orders which remain unpaid at each event deadline will be cancelled.** *If you pay online you do not need to send in a Remittance Form.*
- c. The PayPal fee per transaction is a convenience fee issued by PayPal and will be charged to the purchaser. We strongly encourage you to order for the entire term at one time to avoid multiple fees.
- d. PayPal Account – when you are ready to pay for your order you will be redirected to the secure PayPal website to log-in to your personal account. If you do not have a PayPal account select “*Don’t have a PayPal account*” and fill in the required information.
- e. Changes to Order – The HotLunches.net website will accept changes after payment up until the event deadline which is **ten (10) calendar days** prior to each event.
- f. Cancellations after payment – funds will be kept within your HotLunches.net profile for your future use (for Fun Lunch or Fundraising) until the end of the school year (end of June). **We will not issue refunds.** Any monies not used will be considered a donation to the OHS Parent Association.

Important Information:

- All menu items for a particular event must be ordered **ten (10) days in advance** of that event. This is as requested by our vendors. The Hotlunch website will not accept orders or changes after this ten (10) day cut-off date.
- There will be NO day-of-sales this year as many of our food items are perishable. Please order in advance to avoid disappointment.
- **Orders which remain unpaid at each event deadline will be cancelled. Students will not receive an unpaid order on the day of the scheduled event.**
- If your child is sick or absent on the day of an event, his/her order may be kept in their teacher’s classroom or refrigerated (space permitting) – please discuss with your child’s teacher.
- This program is run by parent volunteers.
- For additional online ordering assistance, view the “*Parent Instruction Guide*”, found under the “**Help**” tab.

If you have any questions, problems registering your child(ren), or need assistance placing an order please email funlunch@ohsparent.com.

PLEASE NOTE

The Hotlunches.net website hosts Fun Lunch and Fundraising orders. Only register once per school year and then use the SAME Username and Password for all of your orders for the entire