# **October Hot Lunch**

Treat Day - Thursday, October 21 (Cookies) Hot Lunch - Thursday, October 28 (Little Caesars)

## Order/Payment Deadline - October 13 at 11:59 pm

### NO LATE ORDERS OR PAYMENTS CAN BE ACCEPTED

#### **RETURNING FAMILIES**

Go to: https://munchalunch.com/schools/latimerroad/

Log in to your existing account using the same email address and password as last year (forgot your password? There is a 'forgot password' link directly below the login button). Update your children's grade and classroom for 2021-22

\*\* If you have a credit, it has already been placed into your account\*\*

#### **NEW FAMILIES**

- 1) Go to: <a href="https://munchalunch.com/schools/latimerroad/">https://munchalunch.com/schools/latimerroad/</a>
- Click the "Register Here" button. The system will guide you through After adding your children, click the green "Order Lunch!" button to order



Next time, just click the "Login Here" button to access your account.

#### **ORDERING & PAYMENT**

You can pay for your orders securely online using Visa/Mastercard/Prepaid credit card/Visa Debit/Mastercard Debit. *\*Cash and cheque payments are not accepted.* 

Ordering and payment are a 2-step process.

You will receive a confirmation email with the subject line "**MunchaLunch Order**" when you have placed your order.

You will receive a second email with the subject line "**Your MunchaLunch receipt"** when payment is processed.

Orders that are not paid for by the deadline are automatically deleted and will not be filled.

#### AUTOMATED REMINDER EMAILS

Munch sends an automated reminder the day before each hot lunch and treat day to all people who paid for their order. Please remind your child of what items you ordered for them.

*If you do not receive a reminder email, your child will not be receiving a lunch or treat as you either (a) never ordered or (b) you forgot to pay.* You can also log into your Munch account at any time to view your paid orders.

#### ABSENCES ON HOT LUNCH OR TREAT DAYS

If your child is absent on a HOT LUNCH date, you are welcome to come and pick up their order.

- 1. Notify us via email at <u>latimerlunch@gmail.com</u> by 10:00 am to let us know you are coming for it so we can have it set aside.
- Your child's order can only be picked up from the table by the main office between 12:30-1:00 pm. A mask must be worn while picking up your order.

We cannot redirect food of absent students to a sibling or friend's classroom this year.

If your child is absent on a TREAT DAY, their classroom teacher will automatically keep it for them until their return. You do <u>not</u> need to contact us to arrange this.

Sign up for the school's email notifications and/or follow the Latimer Road Elementary Community FaceBook page for all upcoming notices concerning Hot Lunch/Treat Day ordering.

If you need assistance with ordering or have any questions regarding hot lunch please contact <u>latimerlunch@gmail.com</u>

Thank you! Loren and Colleen