Katzie Elementary Hot Lunch Program	
Welcome! MunchaLunch is NOW OPEN "FALL Session, 2016" HotLunch Dates are:	
COBS & CHOPPED LEAF DAY (**PLEASE NOTE QUICK CUT OFF**) Friday Sep 30 <sup>th</sup>	Ordering for <b>Cobs &amp; Chopped Leaf</b> will close midnight Wednesday Sep 21 <sup>st</sup>
TIMBITS TREAT DAY Wednesday Oct 12 <sup>th</sup>	Ordering for <b>Timbits</b> will close midnight Wednesday Sep 28 <sup>th</sup> **LIMITED EXTRAS may be available for purchase on the day***
PANAGO PIZZA DAY Friday Oct 28 <sup>th</sup>	Ordering for <b>Panago Pizza</b> will close midnight <mark>Friday Oct 14<sup>th</sup></mark>
MINI CUPCAKE & BROWNIE TREAT DAY Tuesday Nov 8 <sup>th</sup>	Ordering for <b>Mini Cupcakes &amp; Brownies</b> will close midnight <u>Tuesday Oct 25<sup>th</sup></u> **LIMITED EXTRAS may be available for purchase on the day***
MING & SING and SUSHI DAY Friday Nov 18 <sup>th</sup>	Ordering for <b>Ming &amp; Sing and Sushi</b> will close midnight <mark>Friday Nov 4<sup>th</sup></mark>
KERNALS POPCORN TREAT DAY Thursday Dec 1st	Ordering for <b>Timbits</b> will close midnight <u>Thursday Nov 17<sup>th</sup></u> **LIMITED EXTRAS may be available for purchase on the day***
HOTDOG DAY Thursday Dec 15 <sup>th</sup>	Ordering for <b>Hot Dog</b> will close midnight <mark>Thursday Dec 1<sup>st</sup></mark>

Payment is due <u>at time of ordering</u>. Order all lunches & treats, or as you go. Payments can be made securely online with credit card or by PayPal, or you may drop off cash or cheque payments <u>DIRECTLY TO THE ADMIN OFFICE</u>, clearly marked with your ORDER NUMBER, CHILDS NAME and DIVISION Payments must be received no later than 2pm cutoff day - NO EXCEPTIONS!

## Are you new to HotLunch?

Our ordering system is **GREEN**! Instead of filling out a paper order form, parents place hot lunch orders <u>Online</u> using **MunchaLunch.com** 

Sign up for the school's email notifications, log in to Twitter, find the Katzie Elementary PAC page on Facebook and/or get the Surrey Schools App for all future notifications of Hot Lunch days.

## **HOW TO REGISTER FOR MUNCHALUNCH – it's easy!:**

- 1) Go to the school website : ttps://www.surreyschools.ca/schools/katzie
- 2) Click the "**Register Here**" button. The system will guide you through
- 3) After adding your children, click the green "Order Lunch!" button to order
- 4) Next time, just click the "Login Here" button to access your account.

## IMPORTANT: ORDERING & PAYMENTS

\*\*Please Note\*\*

## You can pay for your orders by credit card OR Paypal account OR cheque OR cash

Ordering and payments are a **2 step process**. You will receive a confirmation email when you have placed your order. **You will receive a second confirmation email when payment is processed**. If you receive reminder emails requesting payment for your order it is because your account is not paid and you should contact <u>katziehotlunch@gmail.com</u> immediately if you have made a payment. Outstanding accounts result in unpaid orders which are not recognised in the reporting system for the Vendors, therefore are automatically cancelled out.

Cheques are to be made payable to: Katzie Elementary PAC

ALL cash & cheque payments should be clearly labelled with: student name **AND**, division number **AND**, order confirmation number

If you need assistance with ordering please email the Hot Lunch Committee at <u>katziehotlunch@gmail.com</u> or, if you do not have access to the internet, please leave a message with the school admin office.

If your child is ill on a hot lunch date, we welcome you to come and pick up their lunch at lunch time (12:00pm). Failure to collect lunch will result in lunch being given to another student or thrown out. Sorry, we cannot keep lunches.

Orders can be cancelled up until close date for each individual Hot Lunch date. Any payment received will sit as a credit on your account for future use. Orders cannot be cancelled after cut off date as items have already been ordered from vendor.

There are **NO REFUNDS** as this is a PAC fundraiser. We appreciate your support for our Hot Lunch Program as we build funds for our school.

Our thanks to the Katzie Elementary parent community for supporting this important fundraiser and to our wonderful volunteers who help make this program a success! Please keep in mind, the HotLunch Committee are busy VOLUNTEERS and do their best to ensure quality products are delivered on time with minimal error. If you have any questions, concerns or suggestions, please email <u>katziehotlunch@gmail.com</u> we'd love to hear from you.