

St. Gregory Catholic School Parent Council (CSPC)

ONLINE ORDERING FOR THE CSPC 2019-2020 PIZZA LUNCH, SUBWAY LUNCH IS NOW AVAILABLE

The St. Gregory CSPC started using the hotlunches online ordering systems (this is not related to the hot lunches offered by Just For Kids Catering) for our events, specifically our Pizza Lunch, Subway Lunch Program. We found this program to be very user friendly and easier to manage and execute for everyone involved.

PLEASE NOTE THERE WILL BE NO MILK PROGRAM THIS YEAR UNTIL FURTHER NOTICE

Please note that there are no refunds issued. It is your responsibility to cancel or modify orders. At the end of the year any credits remaining in your account will remain on your account for the following school year (please remember which email address you have used to sign up with because that email address is how the program recognizes your credit)

Please note these programs are not associated with School Cash Online.

Please note: there will be no paper forms available this year, all ordering must be done online. If you have a concern regarding this process you can email us at cspc.stgregs@gmail.com

We will continue to use this program for Pizza lunch, Subway lunch program along with any CSPC events that may be held throughout the school year

Details of how PIZZA LUNCH, SUBWAY LUNCH PROGRAM work at St. Gregory

Pizza Lunches

Cheese pizza slices from Pizza Nova at \$2.75/slice or Gluten-Free Cheese pizza slices from Pizza Nova at \$3.00/slice will be available every 2nd Thursday starting **Thursday, October 3th**. You may order as many slices as you wish for each child through the online ordering system.

Subway Lunches

Subs from Subway will be available every 2nd Thursday starting **Thursday, October 11th**. The 6" subway will be \$5.50, the 12" subway will be \$8.50 and a gluten-free option will be offered again for an additional \$1.00. The different subway fillings and toppings can all be selected through the online ordering system.

Milk Program

There will be no milk program offered this year until further notice

Notes about ONLINE ordering for PIZZA LUNCH, SUBWAY LUNCH

The online ordering system is set up to allow you to order for the entire year. **Please keep in mind that the onus is on you to cancel an order. Please do not email the day of.** You are not required to place an order for everything for the entire year now. You may log back on to the system at your convenience regularly (eg - every month) and order for upcoming lunches. However, please bear in mind the following:

- **Orders can be placed up to 7 days prior to the delivery date.** We send orders to our suppliers approximately 4-7 days prior to the delivery dates and therefore **CANNOT accept orders after the order cutoff date.**
- **CSPC will not be sending reminder e-mails to parents every month to place an order.** It is your responsibility to remember to place an order should you choose to do multiple orders on a regular basis.

We will allow you to cancel orders and receive credits to your HotLunches account that you may use for future orders.

- **Order Cancellations can be placed up to 7 days prior to the delivery date.** This allows you to cancel orders due to field trips or planned absences from schools. We regret we cannot allow cancellations the day of the delivery

St. Gregory Catholic School Parent Council (CSPC)

date due to illness as we have already placed orders to our suppliers and prepared delivery reports for classrooms.

- Please remember **NO REFUNDS WILL BE ISSUED/CREDITS SHOW UP ON YOUR ACCOUNT IF YOU HAVE CANCELLED THE ORDER UPTO 7 DAYS PRIOR**

IT'S EASY TO GET STARTED...FOR THOSE NEW TO ST. GREGORY'S

- Go to <https://stgregorycspc.hotlunches.net>
- Click on "Click Here to Register"
- Enter the St. Gregory's Access Code **SGHL**
- Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about your child's lunch order for the upcoming week)
- Click the "**Register Now**" button at the bottom
- Follow the instructions to add each child in your family who attends St. Gregory. *It is very important that you assign a TEACHER/CLASSROOM to each child so that lunches get delivered to them properly.*
- Once your child(ren) are registered, click on "Orders"
- Proceed to order PIZZA LUNCH, SUBWAY LUNCH, for your children.

The online order system requires a small amount of setup time at the beginning as you must register each child you have attending our school prior to ordering. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

FOR THOSE RETURNING TO ST GREGORY'S...

Due to privacy laws, all usernames and passwords are deleted from the system. Returning parents/guardians must re-register. Please note: in order to, carry an existing credit from last school year, you MUST enter the same email address from the previous year. The system will recognize that email address and your credit should show up.

- Go to <https://stgregorycspc.hotlunches.net>
- Click on "Click Here to Register"
- Enter the St. Gregory's Access Code **SGHL**
- Complete the rest of the registration form. (Including your email address (same one previously used) will ensure you receive reminder emails about your child's lunch order for the upcoming week)
- Click the "**Register Now**" button at the bottom
- Follow the instructions to add each child in your family who attends St. Gregory. *It is very important that you assign a TEACHER/CLASSROOM to each child so that lunches get delivered to them properly.*
- Once your child(ren) are registered, click on "Orders"
- Proceed to order PIZZA LUNCH, SUBWAY LUNCH, & MILK for your children.

The online order system requires a small amount of setup time at the beginning as you must register each child you have attending our school prior to ordering. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

St. Gregory Catholic School Parent Council (CSPC)

PAYMENT OPTIONS

Once you've completed your order, you have 2 options for making your payment **ONLY UNTIL THURSDAY, SEPTEMBER 26TH PAYMENT CAN BE MADE WITH CASH OR CHEQUE.** After September 26th payment **CAN ONLY BE MADE USING PAYPAL, NO EXCEPTIONS WILL BE MADE.**

ORDERS PLACED WILL BE REMOVED FROM THE SYSTEM AFTER 2 DAYS IF PAYMENT IS NOT RECEIVED

1. *PREFERRED* - Pay online for the order through PayPal. You can either set up and use your own PayPal account or pay with a credit card as a PayPal guest (Visa, Mastercard or Amex).
2. Print the order remittance form and send a cheque/cash to the school with your child in an envelope clearly marked "HOTLUNCHES.NET PAYMENT". **Please make cheques out to St. Gregory CSPC.** If you cannot print the remittance form, please put the payment in a sealed envelope with **Pizza, Subway** on the front of the envelope with your child(rens) name and teacher's name on the front.

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

Paper Order Forms will not be accepted this year

If for some reason, you are unable to get easy access to <https://stgregorycspc.hotlunches.net>, please send an email to cspc.stgregs@gmail.com

Questions??

We hope you find this system convenient and easy to use. Should you have any questions, please send an e-mail to cspc.stgregs@gmail.com and we will try to assist you. Please note that it may take 24-48 hours for a response from a CSPC volunteer to any e-mails.

PLEASE DO NOT CONTACT THE SECRETARIES REGARDING THIS PROGRAM AS THEY DON'T HAVE ANYTHING TO DO WITH IT.

Would you like to volunteer to help with pizza & subway

If you would like to volunteer your time to help out with pizza & subway lunches, please send an email to cspc.stgregs@gmail.com and let us know you would like to help.