

# St. Gregory Catholic School Parent Council (CSPC)

## ONLINE ORDERING FOR THE CSPC PIZZA & SUBWAY LUNCH PROGRAM

We're excited to bring Pizza and Subway Lunches back to St. Gregory! Here's everything you need to know about these programs. This program is run entirely by CSPC volunteers. It is a large commitment by some parent volunteers so we appreciate your patience as everything is set up and gets running!

### How PIZZA & SUBWAY LUNCH work at St. Gregory

#### Pizza Lunches

Cheese and Gluten-Free Cheese pizza slices from Pizza Nova will be available every 2nd Thursday starting **Thursday, October 6**

You may order as many slices as you wish for each child through the online ordering system. Cheese Pizza slices are \$2.75 and Gluten-free slices are \$3.00.

All pizza will be delivered to the classrooms. Any volunteers handling pizza slices will be using gloves.

#### Subway Lunches

Subs from Subway will be available every 2nd Thursday starting **Thursday, October 13**

The 6" subway will be \$6.50, the 12" subway will be \$9.50 and there is a 6" 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.

All subs will be delivered to the classrooms. Our vendor organizes the delivery of subs by classroom bags so subs are not handled by volunteers. Any volunteers helping will be using gloves.

#### PIZZA AND SUBWAY LUNCH are on alternate THURSDAYS starting Oct 6

\*A second ordering period will open up for April to June to allow credits to be used. You will be notified when this is available! \*

<b>Oct 6 &amp; 20</b>	PIZZA	<b>Oct 13 &amp; 27</b>	SUBWAY
<b>Nov 3 &amp; 17</b>	PIZZA	<b>Nov 10 &amp; 24</b>	SUBWAY
<b>Dec 1 &amp; 15</b>	PIZZA	<b>Dec 8 &amp; 22</b>	SUBWAY
<b>Jan 12 &amp; 26</b>	PIZZA	<b>Jan 19</b>	SUBWAY
<b>Feb 9 &amp; 23</b>	PIZZA	<b>Feb 2 &amp; 16</b>	SUBWAY
<b>Mar 9 &amp; 30</b>	PIZZA	<b>Mar 2 &amp; 23</b>	SUBWAY

### IMPORTANT Notes about ONLINE ordering for PIZZA & SUBWAY LUNCH – READ CAREFULLY

The online ordering system is set up to allow you to order everything now or log back regularly to place orders for upcoming lunch days. However, please understand the following rules:

- **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 cut-off date.** It is your responsibility to place an order on time if you are placing multiple orders.
- **Orders can be canceled or modified up to 7 days prior to the delivery date. Credits to your account will NOT be issued after this time.** We send orders to our suppliers approximately 4-7 days prior to the delivery dates and therefore **CANNOT handle cancelations or credits after this order cut-off date, even for illness.** Please do not email us the day of lunch delivery to cancel an order as we will not be able to process a credit to your account.

Credits remaining at the end of the school year will remain in the system for you to use the following school year.

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**ORDERING THROUGH our ONLINE SYSTEM – BOTH NEW AND RETURNING PARENTS MUST REGISTER\*\*\***

We use an online ordering system called HOTLUNCHES to handle the pizza and subway lunch orders. This system is NOT SCHOOL CASH ONLINE that is used by the school administration so please do not call the school secretaries to handle any enquiries about this system. Our contact information is at the end of this document.

**All parents** should follow these instructions to register:

- 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.
- 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 and/or SUBWAY LUNCH for your children.

## **PAYMENT using PAYPAL.**

Once you have created your PIZZA and/or SUBWAY LUNCH, you MUST process the payment for it. We use PayPal as our payment processor. **You are NOT REQUIRED to have a PayPal account to process a payment.** You can simply select the option to "Pay with a credit or Visa Debit card" which allows you to process the payment without a PayPal account.

[Pay with a credit or Visa Debit card](#)

**ORDERS PLACED BUT NOT PAID WILL BE DELETED WITHIN 2 DAYS.  
WE will NOT provide any lunches for UNPAID ORDERS.**

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

## **CONTACT INFORMATION**

We are very excited to bring pizza and subway lunches back to St. Gregory! We hope you find our online ordering system convenient and easy to use.

Should you have any questions, please send an e-mail to [cspc.stgregory@tcdsb.org](mailto:cspc.stgregory@tcdsb.org) 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 call the school secretaries as they are not able to assist you with this program.

Thank you!