

Parkdale Elementary School

HotLunches Program

Please Note: All parents/students need to register in HotLunches at the beginning of the school year as the system is reset each year!!

How to Register and Order Online using HotLunches:

1. Go to **www.parkdale.hotlunches.net**
2. Click the "REGISTER" menu at the top right to sign up.
3. Our school Access Code is: **PEHL**
4. Follow the next steps to enter your name, email address, phone contact, and creation of your User ID and Password. This will be used to sign-in and access the HotLunches application. Write it down and put it in a safe place to remember!! **This has to be done at the beginning of every school year for all students!**
5. Once registered, you will be logged into the website.
6. Add your students by clicking on the "STUDENTS" button or the "PROFILE" menu tab in order to proceed. Please ensure you pick the correct class for your son/daughter. Once your students have been added to the system you will be able to place lunch orders immediately by clicking the "Order" button below each child's name.
7. All orders will be for a **one week order period. Ordering for the following week will always be available one week prior** to give parents lots of time to place orders and send payments. **For this first week of school you must order prior to Monday, Sept 14th at 9 am for the week of Sept 14-18th.**
8. All orders **must be entered before 9 am on Monday for the week or your child will not be able to order lunch for that week.**
9. **We cannot accept ANY late orders....all orders will be processed and sent on the Monday of each week and will always be due before 9 am Monday morning!**
10. If your child is not going to be at school it is your responsibility to not order their drinks/lunch for that day.
11. If you have questions you may send an email to jmlund@edu.pe.ca or phone the school at (902) 368-6945.

Payment Remittance for Hotlunches!

1. All lunch orders **MUST be paid by 9 am Monday morning.**
2. **Orders may be paid on-line with a credit card using Bambora or cash can be sent to school with your child Monday morning. Please ensure if you are sending cash or cheque that it's in a baggie with your child's name and homeroom. We do not give cash back so if you don't have the correct change your account will be credited.**
3. Any unpaid orders will be deleted.

(More information on back of this sheet)