

Vermilion Elementary School Lunch Society

**Pilot Program - HOT LUNCH ORDERING ONLINE
WE NEED YOUR HELP!**

The VESLS has an exciting new change to ordering hot lunches. It is called Hotlunches.net and we will be joining other schools in our division currently using it. We are currently offering this as a **pilot project** for interested parents. If you are interested in volunteering in this initiative – read on! We will be doing an online option for all orders to ensure accuracy and to make the process as easy for everyone as possible. We look forward to your feedback with this system and your thoughts on how to make things better. Once we get your feedback on this process, we will be able to decide on how best to move forward.

Here's how to get started...

- ✓ Go to **VES.hotlunches.net**
- ✓ Click on "Click Here to Register" (It's on the bottom right of screen)
- ✓ Enter Access Code **VEHL**
- ✓ Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about hot lunch order deadlines, and your child's hot lunch order for the upcoming week).
- ✓ Click the "**Register Now**" button at the bottom
- ✓ On the welcome screen click "Students" enter your student's details including home room. Do this for each student that you have that attends **Vermilion Elementary School**.
- ✓ Once your child(ren) is registered, click on "Orders" and select the correct month.
- ✓ Proceed to order hot lunch for your child(ren)

Payment:

We are encouraging** everyone to pay online. We will still accept cash/cheque with the 'remittance slip' inside an envelope at the school. If you pay online there will be an additional 3% added to your payment to cover this convenience.

The hot lunch online ordering 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 hot lunch. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

**Not interested in being involved in the Online Ordering of Hot Lunches? No problem. The program will continue to run as is with paper forms and cheques. Volunteers will be available to help you at the school if you think you will need assistance. We want every kid to have a hot lunch.

Your feedback is required. Let us know what you think and how to improve. Send comments to veshotlunch@gmail.com

Are you VES School Staff who orders for students? Please check your email for your custom process.