

St. Gregory Catholic School Parent Council (CSPC)

ONLINE ORDERING FOR THE CSPC PIZZA LUNCH, SUBWAY LUNCH & MILK PROGRAM IS NOW AVAILABLE

During the last school year, the St. Gregory CSPC evaluated online ordering systems for our events, specifically our Pizza Lunch, Subway Lunch & School Milk Program. We were hoping to take advantage of the TCDSB rollout of School Cash Online but unfortunately this was not feasible for a variety of reasons. Various notes have been sent out by the school referencing the ability for School Cash Online to handle pizza lunches. *Please note that these are "reference/form" letters being sent out throughout the TCDSB. The pizza lunches at St. Gregory are run by the CSPC and we do not have access to School Cash Online.*

St. Gregory's CSPC is excited to announce that all ordering for CSPC events can now be done through <https://stgregorycspc.hotlunches.net>. The system is now set up to accept orders for our Pizza Lunch, Subway Lunch & School Milk Program.

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

Pizza Lunches

Cheese and Gluten-Free Cheese pizza slices from Pizza Nova at \$2.50/slice will be available every 2nd Thursday starting **Thursday, October 5th**. You may order as many slices as you wish for each child through <https://stgregorycspc.hotlunches.net>.

Subway Lunches

Subs from Subway will be available every 2nd Thursday starting **Thursday, October 12th**. The 6" subway will be \$5.00, the 12" subway will be \$8.00 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 <https://stgregorycspc.hotlunches.net>.

Milk Program

The Milk Program will continued to be offered every day of the school year starting **Monday, October 2nd**. We are offering one 237 ml chocolate or white milk carton for \$0.65/carton. Every week, the dairy delivers milk to our school which we store in our fridges. At the beginning of each week, we create a milk delivery sheet for each class that is based on the order forms and every day, a group of volunteers put the milk in special "stay cool" bags and distribute the milk to the classrooms.

Notes about ONLINE ordering for PIZZA LUNCH, SUBWAY LUNCH & MILK

The online ordering system is set up to allow you to order for the entire year. 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 date due to illness as we have already placed orders to our suppliers and prepared delivery reports for classrooms.

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IT'S EASY TO GET STARTED...

- 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 CLASSROOM (Div) 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.

PAYMENT OPTIONS

Once you've completed your order, you have 2 options for making your payment:

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". If you cannot print the remittance form, please include the parent name registered. Please note the TCDSB is attempting to restrict the amount of cash being sent to our school office so please consider paying by credit card or cheque.

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

Paper Order Forms will be available for those who do not have easy Internet access

If for some reason, you are unable to get easy access to <https://stgregorycspc.hotlunches.net>, we will provide a paper order form for pizza lunch, subway lunch and the milk program. A volunteer will then enter the information on that form into the Hotlunches.Net system for you to ensure your children are included in the classroom delivery reports provided by the system. Please note the following:

- Please send your child to the school office to request a paper order form for pizza lunch/subway lunch/milk program.
- Paper order forms will only be accepted once so you **MUST** order for the entire school year once.
- CSPC volunteers do not regularly check the school office for paper order forms so you must send an e-mail to CSPC.stgregs@gmail.com to let us know that you have sent in the paper order form.

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.