

Parent Council is pleased to offer the Pine Street Hot Lunch program for the 2017-2018 school year. Hot lunch will be held once a month starting in October and ending in May. Orders will be placed online to ensure accuracy and to make the process as easy as possible.

Here's how to get started...

- Go to pinestreet.hotlunches.net
- Click on "**Click Here to Register**"
- Enter Access Code: **PSHL**
- Complete the registration form (please include your email address as the system will send automatic email reminders about hot lunch order deadlines, and your child's hot lunch order for the upcoming week. Please note the system will send you a reminder even though you may not have lunch items ordered for that month)
- Click the "**Register Now**" button at the bottom
- Follow the instructions to add each child in your family who attends Pine Street Elementary
- Once you have registered your child/children, click on "**Orders**"
- Proceed to order hot lunch for your child/children

We've divided the year into two sections and you will need to go into both sections when ordering. For hot lunch orders in October - January, orders and payments must be completed by **October 13**. For hot lunch orders February - May, orders and payments must be completed by **February 2**. There is also an option to order and pay for the entire year all at once.

We only accept hot lunch order payments through PayPal (www.paypal.com). **No cheque or cash payments will be accepted at any time.** You can either pay with a credit card as a PayPal guest (Visa, Mastercard or Amex), or use/set up your own PayPal account.

The hot lunch online order system requires a small amount of setup time at the beginning as you must register each child attending Pine Street school prior to ordering hot lunch. Once the initial setup process is complete, your hot lunch orders for the second half of the year should be quick and simple. **The attached parent guide will assist you in using the program.**

We really appreciate your willingness to help and we would be unable to offer this program without volunteers! Please sign up to volunteer through the website. You can find it under the "**HOME**" tab and then click the "**Volunteer Registration**" button.

If you have any questions or need to contact the hot lunch committee our **new** email address is pinestreethotlunch@gmail.com.

Thank you,

The Pine Street Hot Lunch Committee

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