

Glen Stewart Primary Lunch Program

Glen Stewart Primary is pleased to offer an on-line ordering and payment system for our lunch program.

This online system requires a small amount of setup time at the beginning of each school year as you must register you and your child prior to ordering. **Even if your child was registered last year, they must be reregistered.** Once the initial setup process is complete, ordering for the remainder of the year will be quick and simple.

Please follow these steps to register for the on-line Hot Lunch program.

Register Parent: (creates a parent user id and password)

Go to <https://glenstewartprimary.hotlunches.net> (Bookmark for easy reference)

Click on "Register".

Complete the rest of the registration form.

Click the "Register Now" button at the bottom of the page.

Register Students:

Log in to the system using your username and id.

Click on the "Students" button.

If this is the first child to be added to the account, simply enter the child's name and class.

If there is already a child registered and you wish to add another, click on the "Add New" button at the bottom of the screen.

Click the "Insert" button to register your child with the information you've entered.

If your child lives in two homes, each caregiver can register and place orders for the child by adding "Mom", "Dad" or some other designation to the child's last name as the system does not accept the same student name twice.

Placing Lunch Orders

Lunch orders can be placed immediately once your children have been registered in the system.

Orders can be placed for a month or one week at a time. Orders can be changed throughout the month but the deadline for ordering or modifying orders for each week 9:00 pm on Sunday.

1. Log in to <https://glenstewartprimary.hotlunches.net> by entering your user id and password and clicking the "Login" button
2. Click on the "Students" button. Below your child's name, you will see currently available lunch schedules.
3. Click the "Order" button beside the schedule of interest.
4. Enter your order and click "Update Order & Proceed".

Lunch Order Payment

Once you have placed an order and clicked on the “Update Order and Proceed” button at the bottom of the order form screen, another screen will appear with a total of the amount owing. Payment can be made on-line by filling in your credit card information.

Payments are made online with credit card. There is a transaction charge of 2.7% plus \$0.25 per transaction. All payments must be received at the time of ordering.

Any overpayments will be credited to your account to be used for future orders. An exception to this is orders from Borrowed Kitchen. The preordered, prepaid sandwiches will be donated to the Upper Room Hospitality Ministry (The Soup Kitchen).

Orders not paid by Sunday at 9 am will automatically be deleted.

Reimbursements are not made if your child is absent from school and does not receive their food order because vendors must be paid for food they supply.

Email Notification and Profile

The system will send you a weekly reminder detailing what you ordered for the upcoming week.

Additional Information and Help

If you need help registering or using the online ordering system, please call the school or send an email to sdnorton@edu.pe.ca.

School Cancellation Policy

If school is cancelled, the lunch order for that day will be deleted from the system and your account will be credited.