2023-2024 KENSAL PARK HOT LUNCH PROGRAM

The online ordering for our Pizza Lunch program is now open and ready to take orders for the remainder of the school year.

We are happy to report that ordering is now available for the remainder of the school year. The first pizza lunch date is scheduled for Monday, February 26. You can continue using the same account that you started last term. If you are new to the program, please visit *kensalpark.hotlunches.net* to get started. Then you can add your child(ren) and place their order(s). If you don't have access to the internet at home, London Public Library branches all have connected computers available for use at no charge.

Glutten-Free & Non-Dairy Options
In addition to the regular pizza slices, we are also able to offer gluten-sensitive options, as well as no cheese and dairy free options. All items are produced in a nut-free kitchen. All items also meet the "Sell Most" standards of the Ontario School Food and Beverage Policy.

Payments – Please use the payment option within the Hot Lunch System; School Cash Online is a separate system and is not currently being used for the Hot Lunch Program. You can make payments using your credit card through Bambora. You do not require a Bambora account to do this. When you get to the end of your ordering, there will be an area where you can enter in the credit card information for processing through Bambora. Enter all the required information and click "Pay". You do not need to send anything to the school. Your order and payment is recorded in the Kensal Park Hot Lunch ordering system.

Email reminders of upcoming deliveries will automatically be sent out each week, but you can opt out of this if you wish. This will allow you to make any last minute adjustments before the midnight deadline.

Want to make changes to your child's order? You can log in and modify their hot lunch order until **midnight Thursday before any hot lunch date**. Any additional payment will need to be made immediately and confirmed prior to the order being processed.

REMINDER: There are no refunds for missed lunches orders due to illness or absence for any reason. If your child is absent, you can pick up their lunch at the school between 12:15 and 1:00 pm. Due to past complications, we cannot give the lunch to another child, unless that child is a sibling.

See over for important dates and instructions…

PLACE YOUR HOT LUNCH ORDER(S) AND SUBMIT PAYMENT ONLINE BY MIDNIGHT THURSDAY FEBRUARY 22 TO ENSURE YOUR CHILD(REN) WILL RECEIVE LUNCH ON MONDAY FEBRUARY 26.

2024 SPRING KENSAL PARK PIZZA LUNCH DATES

Feb 26	Apr 15	May 27
Mar 4	Apr 22	Jun 3
Mar 18	April 29	Jun 10
Mar 25	May 6	Jun 17
	May 13	

Our lunch program is run by parent volunteers. **Interested in volunteering** at the school every other week during a Pizza Lunch? Please contact us at kphotlunch@gmail.com and we can provide you with more information.

Please contact us with any problems, suggestions, or comments. You can reach us by email at kphotlunch@gmail.com – this will go directly to the KP Lunch Coordinator. You should probably expect a response within 24 – 48 hours at the most. Below are step-by-step instructions to set up and use your KP Lunch account.

1. Visit **kensalpark.hotlunches.net** to begin, and bookmark this page so you can access it when you want to check or change any of your orders.
2. To set up a new account, click on **Click Here to Register** in the **Login** box.
3. Fill in the information requested on the **Register for an Account** page.
4. Your phone number and email address are required so we can contact you. If we cannot contact you, we cannot help with any order discrepancies.
5. Choose a User ID and Password. Click **Register Now** to complete the registration process.
6. Next, add your child's information to your account. Follow the instructions on the website – enter your child's first name – the surname is already completed but can be changed if you wish. Select your child's class from the dropdown list, and then click **Add New** to finish.
7. If you have more than one child ordering KP Lunches, click **Add New** at the bottom of the Student List, and repeat the process as many times as you need.
8. Once you've finished adding your child(ren) to your account, click the **ORDERS** tab. Opposite each name, click the **Order** button to open an new order.
9. Enter the quantities of whatever items you wish to order. The prices will automatically fill in, and the **ORDER TOTAL** will be shown at the bottom of the page.
10. Click **Place Order & Proceed**. If you've skipped one or more lunch dates, the system will ask you to confirm, in case you missed them by mistake.
11. Complete the same process for any additional children. Once all your orders have been placed, your **Student Order** page will show the totals for each child, as well as your **Current Account Transaction Balance**, which is the grand total owing for all your orders.
12. By clicking the **Print Order** button next to each order, you can get a hard copy of the items ordered for each child – we suggest you do this for your records.
13. You are now done and there is no need to send anything to the school.

Once again, THANK YOU for supporting the Kensal Park Lunch program. We appreciate the help of all the teachers, staff, parent volunteers, and students to make it possible. The lunch program is one of our key fundraisers, and we are excited to get it rolling again! These programs are a major fundraiser for our school, and have been absolutely a vital part of how School Council can provide initiatives such as smartboards in all classrooms, iPads for interactive learning, gym scoreboard, educational supplies, support to the music program, library, science and physical education programs, etc. Specific fundraising goals for the entire hot lunch program can be found under the School Council page of the Kensal Park website https://kensalpark.tvdsb.ca/en/our-school/school-council.aspx.