

# École Dansereau Meadows School

## Hot Lunch Program Information

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Hello Parents!

The Hot Lunch Program is up and running. It runs from October to June. Menus will be loaded into the system in groups: October to Christmas break, January to Spring break and April to the end of the school year.

The Hot Lunch 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. In order for vendors to fulfill our Hot Lunch orders, we need to close ordering from 10 – 14 days in advance, therefore, please ensure that you place your Hot Lunch order before each deadline. The deadline is noted on each vendor menu.

### Here's how to get started...

1. Go to [edms.hotlunches.net](http://edms.hotlunches.net)
2. Click on "**Click Here to Register**". Note: You must register every year.
3. Enter Access Code: **EDMSHL**
4. 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).
5. Click the "**Register Now**" button at the bottom.
6. Follow the instructions to add each child in your family, in Grade 1-9, who attends École Dansereau Meadows School. (Kindergarten classes do not participate in this program). Note: all children are entered under the same parent account.
7. Once your child(ren) are registered, click on the "**Orders**" tab.
8. Proceed to order Hot Lunch for your child(ren).
9. Submit payment. We only accept Hot Lunch order payments online. **No cheque or cash payments will be accepted at any time.**

### Payment:

You can order one Hot Lunch at a time or all available Hot Lunch dates. Please consult your child's class schedule for field trips, etc. as refunds will not be issued. We accept Hot Lunch order payments online through Bambora ([bambora.com](http://bambora.com)) and a processing fee of 2.70% is charged. There is also a \$0.30 transaction fee charged to offset the cost of the online system. Online payment must be received by 11:00 pm on the order deadline date. We are unable to process late and/or unpaid orders. All unpaid orders will be deleted. If you experience any issues with your Bambora account, you must contact Bambora directly to solve the issue.

### Day of Hot Lunch:

If your child is absent on the day of Hot Lunch, you must contact the Parent Association via the e-mail below by 10:30 am or the school office by 11:15 am to notify us whether you would like to donate the lunch or pick it up. Lunches to be picked up will be available at the office at 12:15 pm. If we do not hear from you, it will be donated.

For all Hot Lunch inquiries or to contact the Hot Lunch team, please email: [edmshotlunch@gmail.com](mailto:edmshotlunch@gmail.com).