

September 12, 2018

Dear Madonna School Parents,

The new Hot Lunch cycle (Cycle 1) is now OPEN to order.

THE DEADLINE TO ORDER IS **MONDAY OCTOBER 01, 2018.**

Below are the instructions to the online ordering website

Here's how to get started...

Go to **<http://madonnashp.hotlunches.net>**

Click on "**Click Here to Register**"

Enter Access Code: **MCSHL**

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)

Click the "**Register Now**" button at the bottom

Follow the instructions to add each child in your family who attends Madonna Catholic School

Once your child(ren) are registered, click on "**Orders**"

Proceed to order hot lunch for your child(ren)

After you are done ordering click "**Update Order & Proceed**"

Click "**Print Remittance Form**" to print the form and attach this with your payment

YOU CAN PAY BY **CHEQUE OR CASH, PLEASE PRINT OUT PAYMENT REMITTANCE FORM AND ATTACH CHEQUE AND SUBMIT TO SCHOOL**

Menu Options

Panago Pizza, Subway, Nitza Pizza (Chicken Fingers, Lasagne, Pasta), Little Caesar's (Crazy Bread & Caesar Salad), Hotdog, Booster Juice, Buritto Libre

If your child is absent (except school trips or function) the day of the hot lunch, please make arrangement that day for your child's hot lunch before 11:00 am by calling the school. All left over from Hot Lunch will be donated after 12:00 pm.

Payments:

We accept hot lunch order payments through **Cheque OR Cash**

PLEASE MAKE THE CHEQUE PAYALBE TO: "MADONNA CATHOLIC SCHOOL EDUCATION SOCIETY"

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 hot lunch. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

DEADLINE for this order cycle is MONDAY OCTOBER 01, 2018

Please have payments to the school NO LATER THAN OCTOBER 8, 2018

VOLUNTEERS – We need you!!: The hot lunch program is one of the main fundraiser for our school and requires many volunteers to run successfully. If you can give a little of your time to hand out lunches (half an hour) or help in the kitchen (2 – 3 hours) the morning of hot lunch it would help tremendously. Any help is appreciated and this year all helpers are welcome to have lunch after all of the students have been served!

If you would like to start helping out, please e-mail: tscoggins77@gmail.com your grade preference and availability. You will be contacted by Tracy Scoggins directly to confirm dates and times.

Thank you,

MADONNA HOT LUNCH COMMITTEE

Tracy Scoggins, Jennifer Brownlee, Natalie Sanderson & Marjorie Ogundiya