



ÉCOLE MILLSTREAM ELEMENTARY

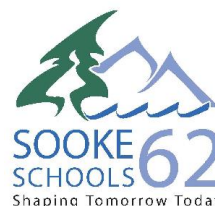
626 Hoylake Avenue, Victoria, BC V9B 3P7

Telephone: (250) 478-8348 ~ Fax: (250) 474-5736

Principal: Mrs. J. Sahota ~ Vice Principal: Mr. C. Meausette

Secretary: Miss T. Treloar Email: ttreloar@sd62.bc.ca

Website: www.sd62.bc.ca/Millstream/Home



Hot Lunch Program

*Thank you for helping making our first online hot lunch a success!
We appreciate your patience as we all learn how to navigate this new system.*

Please take a moment to review the following:

- 1) You DO NOT need a credit card to open a PayPal account. You can link the account directly to your bank account and use it like a debit transaction. Instructions are online at www.munchalunch.com
- 2) Please make sure you have completed your transaction. You will receive TWO email confirmations if paying via PayPal and ONE if you are choosing to pay by cheque. One will be from munchalunch and one from PayPal. If you have not received an email(s) then you HAVE NOT completed the transaction. Please go back to your account and follow ALL of the steps.
- 3) In order to streamline the system we prefer you pay online or by cheque. Cheques continue to be made out to Millstream PAC. Cheques MUST be delivered to the office NOT to your child's class as teachers are no longer asking for orders/payments.
- 4) For ANY questions/help/support please review the FAQ's on the munchalunch website as most answers can be found there. If you cannot locate the information you are seeking please feel free to contact Sarah Ramsbottom. We want to make this an easy process for everyone involved!! You can contact Sarah at Swramsbottom@gmail.com Or 250-893-0801.
- 5) Please let your child know what you've ordered for them to avoid their disappointment on Hot Lunch Day. Munchalunch makes this easy with those handy reminder emails the day before. ☺☺
- 6) Orders are still open for Subway Day and the Free Hot Dog day! (Please be advised that Hot Lunch for May is Subway. Hot Lunch for June is Hot Dogs.)
- 7) We welcome any restaurant/food recommendations you may have. Email them to Sarah at swramsbottom@gmail.com or heather.mansfield@hotmail.com
- 8) If you have an allergy concern or would like an alternative option provided for allergy/religious reasons please contact Sarah at swramsbottom@gmail.com or Heather at heather.mansfield@hotmail.com and we will do our absolute best to accommodate.

(If you require help and would like Miss Treloar to place the order for you, please see her in the office.)

More Instructions:

Our ordering system is going **GREEN**! Instead of filling out a paper order form, parents will place their hot lunch orders Online using **MunchaLunch.com**!

You can pay for your orders by credit card OR Paypal account OR cheque.

You will also be able to receive email reminders of your order and only pay once for multiple children.

We can also use this system for other fundraising events as well!

HOW TO REGISTER:

- 1) Go to: www.munchalunch.com/schools/millstream
- 2) Click the "**Register Here**" button (as shown below). The system will guide you through
- 3) After adding your children, click the green "Order Lunch!" button to order
- 4) Next time, just click the "**Login Here**" button to access your account.



ORDERING DETAILS:

- ★ Online ordering will be OPEN from April 11-April 22, May 9-May 20 & May 30-June 10
- ★ If you need assistance with ordering, or do not have access to the internet, please contact Sarah Ramsbottom at swramsbottom@gmail.com or 250-893-0801
- ★ NO LATE ORDERS WILL BE ACCEPTED
- ★ Payment is due by order deadline

Please note if your child is ill on a lunch date, you are welcome to come and pick up their lunch by 12:45pm; otherwise please consider it a donation for a child who does not have a lunch. Consistent with previous years, there are NO REFUNDS as this is a PAC fundraiser. We appreciate your support for our hot lunch program as the funds go towards general fundraising within the school.

We are always in need of **Volunteers**! There is a volunteer page in the online system where you can checkmark which dates you are available. The lunch coordinator will then contact you with a proposed schedule.

Our thanks to the Millstream Elementary parent community for supporting this important fundraiser and to our wonderful Volunteers who help make this program a success!