



## ***Lenwood Middle School***

### **Wednesdays HOT LUNCH 2020-2021**

As we get ready for another exciting year at school, we will be doing a Hot Lunch Program Online. We will be doing online ordering for all hot lunch orders to ensure accuracy with the orders and to make the process as easy for everyone as possible.

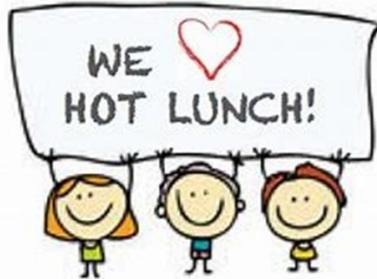
#### ***TO REGISTER NOW HERE'S HOW.....***

1. Go to [lenwood.hotlunches.net](http://lenwood.hotlunches.net)
2. Click the **"REGISTER"** menu at the top right hand corner to sign up.
3. Enter our School Access Code **LWHL** (case sensitive)
4. Enter your name, email address, and phone number, then a user ID that will be visible to others and volunteers. Please choose a user ID that is not embarrassing or inappropriate. For example  
(first name.last name ). Enter a password and then enter it again to verify its correct.
5. Once registered, you will be logged into the website.
6. Please ADD your students by clicking on the **"STUDENTS"** button below or the **"PROFILE"** menu tab in order to proceed. Enter your child's name, class, and select **"YES"** to be included in the class list.
7. Once your student has been added to the system you will be able to place hot lunch orders as soon as they become available. Simply click the **"ORDER"** button below each child's name.
8. Please print off a remittance form and drop a cheque or cash off at the office. If you are unable to pay the **ENTIRE** amount the option is available to drop off **2-3 POST DATED CHEQUES** to the office. If unable to print, please send money CLEARLY labelled in an envelope with your child's name and teacher. We have a new option to pay online etransfer to [lwm@sd83.bc.ca](mailto:lwm@sd83.bc.ca) Please indicate your child's full name and that this for Hot lunch.

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.

Still have questions, please feel free to call the school (250)-546-3476 and leave a message at the office for Ms. Leupin. We would be more than happy to assist you!! Unable to access a computer, please see Mrs. Campbell in the office to use a school computer as it saves Ms. Leupin entering all your personal information and making up a password and username.



IT'S THAT EASY!!!

Thank you for your support!

Ordering dates are **ONLY** from **Oct. 7 - 13<sup>th</sup>**

**If you miss this deadline, I will reopen the ordering after the 13<sup>th</sup>, BUT your student will miss out on the first 2 weeks of hot lunch, as I have to get my orders out to suppliers.**

**Our first Hot Lunch Day is October 21, 2020**

**This is a school run fundraiser that all grades will benefit from. The benefits are divided up equally amongst the grades to help with student's field trips or outings.**



