

## **WMS Hot Lunch Program 2017-18**

Welcome back families! Once again we will be doing online ordering for hot lunch to ensure accuracy with the orders and to make the process as easy as possible.

The hot lunch online order system requires a small amount of set-up time at the beginning, as you must register each child you have attending our school, prior to ordering hot lunch. Once the initial set-up process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

Here's how to get started:

- ❖ Go to <http://wms.hotlunches.net>
- ❖ Click on "Click here to Register"
- ❖ Enter Access Code **WMSHL**
- ❖ Complete the rest of the registration form. (Including your email address will ensure you receive the 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 WMS
- ❖ Once your child(ren) are registered, click on "Orders"
- ❖ Proceed to order hot lunch for your child(ren)

### **PayPal:**

We accept online hot lunch order payments through PayPal ([www.paypal.com](http://www.paypal.com))

You can pay with a credit card as a PayPal guest (Visa, MC or AMEX), or set-up your own PayPal account, which allows you more options. Ex. Paying directly from your bank account.

### **Cash Payments:**

*Cash payments will only be accepted on the following dates: (NO CHEQUES)*

**September 18<sup>th</sup> & 19<sup>th</sup> and February 1<sup>st</sup> & 2<sup>nd</sup>**

If paying cash, **PLEASE SEND REMITTANCE FORM AND EXACT CASH** to Mrs. O'Brien in the office. (Print Remittance Form can be found after orders have been placed and saved.)

Late payments will not be accepted

If you have any questions about the online hot lunch system, please email us at:  
[wmsshotlunch@gmail.com](mailto:wmsshotlunch@gmail.com)

**\*\* Please note:** Should you experience any issues with your PayPal account, you must contact PayPal directly\*\*