

Stratford Elementary Lunch Program

Stratford Elementary is pleased to offer an on-line ordering and payment system for our lunch program.

This online system requires a small amount of setup time at the beginning of each school year as you must register you and your child prior to ordering hot lunch the first time each year. **Even if your child was registered last year, they must be reregistered.** Once the initial setup process is complete, ordering for the remainder of the year should be quick and simple

Please follow these steps to register for the on-line Hot Lunch program. This must be done only once at the beginning of each school year

Register Parent: (creates a parent user id and password)

- ✓ Go to <https://stratford.hotlunches.net> (Bookmark this site for easy reference)
- ✓ Click on "**Click Here to Register**". This is located below the *Login* button on the right side of the screen.
- ✓ Enter Access Code **SEHL** (use uppercase letters)
- ✓ Complete the rest of the registration form.
- ✓ Click the "**Register Now**" button at the bottom

That's it! You are now registered and ready to use the system. The next time you want to access the system, simply login with your user id and password.

Register Students:

- ✓ Log in to the system using your username and id.
- ✓ Click on the "**Students**" button.
- ✓ If this is the first child to be added to the account, simply enter the child's name and class. If there is already a child registered and you wish to add another, click on the "**Add New**" button at the bottom of the screen to be brought to the "**Insert**" page to add another child.
- ✓ Click the "Insert" button to register your child with the information you've entered.

If your child lives in two homes, each caregiver can register and place orders for the child by adding "Mom", "Dad" or some other designation to the child's last name as the system does not accept the same student name twice.

Placing Lunch Orders

Lunch orders can be placed immediately once your children have been registered in the system. **Orders can be placed for a month or one week at a time. Orders can be changed throughout the month but the deadline for ordering or modifying orders for each week is the Sunday prior to that week at 9:00 pm.**

1. Log in to <https://stratford.hotlunches.net> by entering your user id and password and clicking the “Login” button
2. Click on the “**Students**” button. Below your child’s name, you will see currently available lunch schedules.
3. Click the “**Order**” button beside the schedule of interest.
4. Enter your order and click “**Update Order & Proceed**”. Note that the order form will indicate the date range during which orders will be accepted. After the end date it will not be possible to place or edit an order.

Lunch Order Payment

Once you have placed an order and clicked on the “**Update Order and Proceed**” button at the bottom of the order form screen, another screen will appear with a total of the amount owing. Payment can be made on-line by most major credit cards. There will be an additional minimal charge for using Bambora and these costs will be applied to your credit card (2.7% plus \$0.25 cents per transaction).

Email Notification and Profile

The system will send you a weekly reminder detailing what you ordered for the upcoming week.

**To view the menu items, visit the lunch program page on the school website at:
<http://www.gov.pe.ca/edu/stratfordelementary/>**