

Hot Lunch and Club Moo

To ensure accuracy and to make the process as easy as possible for everyone, hot Lunches and Club Moo will be ordered online. **Please note that you must register into the system in order to purchase milk and/or hot lunch (see below how to create an account)**

- **All** orders **MUST** be submitted online before the due date.
- **Payments are preferred to be done though the system via Credit Card.** If you are paying with cash (**cheques will not be accepted**) please send it with your child with a note that **MUST include:** Class, full student name, cash and what the order is.
- Milk will be available on a pre-order basis for students to enjoy in their classrooms **every Wednesday** at lunch.
 - In the case of an absence, on a pre-ordered milk day, your child's teacher will label the milk with the child's name and leave it in the fridge to be collected the following day.

****LATE ORDERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE****

How to create an account: (a new account **MUST be created each school year)**

- Go to **mbe.hotlunches.net**
- Click on "Click here to Register"
- Enter access code **MBHL**
- Complete the rest of the registration form. Click the "Register Now" button at the bottom
- Follow the instructions to add each child in your family who attends MBE. Once your child(ren) is registered, click on "Orders"
- Proceed to order hot lunch and/or milk for your child(ren)
- Please note there is a small system transaction fee based on cost
- For families where multiple adults need to access the account, this can be easily done! Each adult needs to set up an account, and then contact us to have the child linked to it. The child's account will show up the same for each adult, so you can easily see if lunches have already been ordered.

FOR DIETARY CONCERNS, PLEASE CONTACT US DIRECTLY. WE WILL STILL BE OFFERING ALLERGY/GLUTEN FREE SAFE OPTIONS, HOWEVER WILL BE DOING SO ON A PERSONAL BASIS TO KEEP THE ORDER FORM LESS COMPLICATED.

For any dietary concerns, please email:

Erin @ ebriannah@hotmail.com

If you do not have access to a device for online ordering, please contact:

Allison at 780-517-0680 (text preferred)

If you have any questions or concerns regarding the online system, please contact:

Ashley Konowalyk at 780-517-6095 or ashleyck@shaw.ca