

Important Message from Gordon Head Middle School PAC

Re: HOT LUNCH ORDERS

Welcome (back) to Gordon Head Middle School! We hope you all had a fantastic summer and are getting back into the swing of the school year!

Please read the following **important information regarding hot lunch orders.**

Our hot lunch ordering system is up and running for the 2018/2019 year! Hot lunch ordering is available on HotLunches.Net. This is a comprehensive ordering system which we hope you will find easy to use. Please note that your profile and account from last year will not be effective. **You will need to re-register for an account by:**

- logging onto **gordonhead.hotlunches.net**
- click on **Register** and then **Profile** to complete your profile
- click **Add a Student** and fill in the information for your child or children

Once you have completed setting up your account you are ready to begin placing your orders. (If you are having any difficulties click on the "Help" button to find the Parent Instruction Guide on how to use the HotLunches.Net program.)

Please note that **the cut off day for any particular lunch date order is two weeks prior, at which time the orders are submitted to our lunch vendors. Therefore under no circumstances can orders be added after the two week cut off.**

Our first lunch is SUSHI on October 4th, therefore your orders for this date must be completed and paid for by September 20th.

All orders must be paid online by PayPal only. No cheques or cash will be accepted. Any order that is not paid online will be cancelled. An unpaid order cannot be honored.

Each week a small amount of extra lunches are ordered and made available for cash sale-- first come, first served. However, **we cannot guarantee any student a lunch unless it has been ordered in advance.**

If your child will miss a lunch that you have paid for, let the office know by 11:30 am that day if you would like to pick it up or have it given to another particular student. **Refunds cannot be given for lunches missed due to absences on lunch days.**