



# PAC HOT LUNCH



## It's Time To Place Your Orders...

Welcome Ellison families! This is the instruction sheet for placing hot lunch orders.

**All orders must be placed online.** We will not be offering paper copies for ordering. The website is easy to navigate, and it is the easiest way for our coordinator to keep track of all orders. If you are a returning user, you will have to register again as your child's class assignment is different from last year.

Visit: **ellisonvernon.hotlunches.net**, using school code: **EEHL** to register your child.

**Tuesday is Boston Pizza Day** – Choose from Individual sized pizza or pasta selections. All orders must be made in advance (online) and there will be no pizza available to order the morning of.

**Wednesday is Popcorn Day at Ellison** - **All popcorn orders must be made online.** Fresh popcorn is made onsite. Last minute/day of cash orders are not accepted.

**Friday hot lunch** options vary week to week with select participating local restaurants.

Payment can only be made online through the Hot Lunch website. You can pay via **PayPal** (you do not need a paypal account, you can pay as a guest), or you can pay via **e-Transfer**. E-Transfers can be made to [vernonellisoneagles@gmail.com](mailto:vernonellisoneagles@gmail.com).

When making your payment, please include your child's last name and division number/teacher name so we can properly allocate the payment.

**Cut off dates will be 1 week prior to the hot lunch delivery date.** If the accounts are not paid in full at least one week before the hot lunch delivery date, your child WILL NOT RECEIVE their order.

**VOLUNTEERS NEEDED!** We are always looking for a little help to make these programs we offer to the children happen. Please contact the PAC for more information. Email us at: [ellisonpac@gmail.com](mailto:ellisonpac@gmail.com) if you have any questions or need help.

**Please Note:** If your child is going to be **absent** on a day that you have ordered Pizza, Popcorn, or Friday Hot Lunch **you must email us** at [ellisonpac@gmail.com](mailto:ellisonpac@gmail.com) by **10 a.m. that morning** with instructions for the item, or the item will be given away. The school office will not be responsible for re-distributing a lunch for a child who is absent. Also, we will not be delivering orders if the class is on a field trip that day. The orders for those students on a field trip will be left in the fridge/kitchen and the child can pick-up their order after their field trip. Orders can also be cancelled online up **until Friday at midnight on the week preceding the hot lunch date.**