

Walter Lee Elementary 2023-2024 Hot Lunch Program

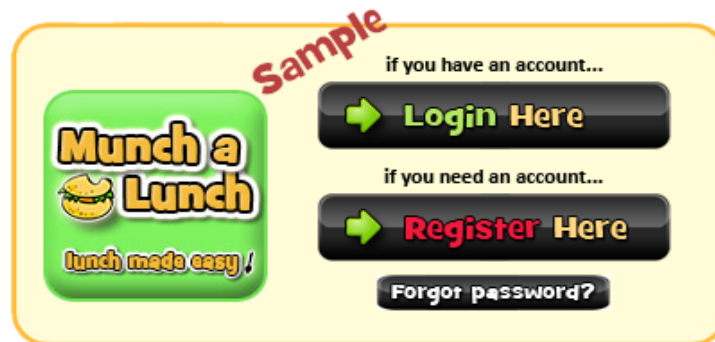
Hello Lee Families!

Our ordering system is **GREEN!** Instead of filling out a paper order form, parents place their student(s) hot lunch order online using **MunchaLunch.com**. You can pay for your orders online by **credit card** (Visa/Mastercard/Prepaid Credit Card/Visa Debit/Mastercard Debit).

FIRST HOT LUNCH (SUBWAY & BOOSTER JUICE) THURSDAY SEPT 28th – ORDER BY FRIDAY SEPT 22nd
HOT LUNCH (FUSION PIZZA & CURRY) THURSDAY OCT 12TH / ORDER BY DATE: THURSDAY OCT 6TH
HOT LUNCH (JAPANESE) THURSDAY OCT 26TH – ORDER BY THURSDAY OCT 19TH
MORE DATES AVAILABLE SOON...

HOW TO REGISTER:

- 1) Go to: <https://munchalunch.com/schools/walterlee>
 - 2) Click the **“Register Here”** button (as shown below). The system will guide you through
 - 3) After adding your children, click the green **“Order Lunch!”** button to order
 - 4) Next time, just click the **“Login Here”** button to access your account.
- **Please check that your child’s Grade & Division is current. To Edit Your Child’s Info – Click “My Family” > “My Children” > Click “Edit” next to child’s name > Input Grade & Division > Click “Save” ****



ORDERING DETAILS:

- Online ordering will be open at 8:00pm on September 15th, 2023!
- Please update the Grade & Division for each child in the system prior to placing your first order for all returning parent(s)/guardian(s).
- PAC incurs transaction fees with the new system. Please consider placing multiple hot lunch orders at once. Thank you for helping PAC keep costs low!
- If you spread out your orders, deadlines for order submission and payment are 7 days before the date of the hot lunch (e.g., if hot lunch is on Thursday, Oct 26th, deadline is Thursday, Oct 19th).
- Payment must accompany all your orders. If payment is not made within 1 hour of placing the order, the order is automatically cancelled in the system. A payment extension request must be approved prior to the deadline date by contacting PAC at LeeElementaryPAC@gmail.com.
- If you need assistance with your order, please email the PAC team at LeeElementaryPAC@gmail.com
- If you do not have access to the internet, please email us or contact the school office to leave us a note.
- Lee PAC Hot Lunch is a PAC Fundraiser. Fundraisers allow us to fund many essential items for the school and our Lee Students including Guest Speakers, Art Residencies, Class projectors, Fields trips and much more each school year.

If your child will be away for a hot lunch date, please notify PAC by email *right away* to arrange picking up the order, or please consider donating the lunch to a child who does not have a lunch. There will be NO refunds as this is a PAC fundraiser. We appreciate your support for our hot lunch program, and thank you for understanding.

VOLUNTEERS NEEDED:

We are looking for Volunteers. If you are available on Hot Lunch Day, please click the “Volunteer” option when completing your order or email the PAC team at LeeElementaryPAC@gmail.com. Everyone is welcome!