

Winfield School Parent Council/Fundraising Committee is thrilled to continue offering our popular **Hot Lunch Program** every **Thursday**. It's a fun treat for students and staff—and an important fundraiser that helps support many of the programs and events.

To keep things running smoothly and save our amazing volunteers valuable time, we use an **online ordering system**. It's quick, convenient, and easy to use!

Please note: All users are removed at the end of each school year, so **you must re-register your child(ren)** annually using the steps below.

Here's How to EASILY START:

1. Go to <http://winfieldschool.parentcouncil.net>
2. Click the **"REGISTER"** menu at the top right-hand corner to sign up.
3. Enter your name, email address and phone, then a user id that you will use for access to the hot lunches application. Enter a password and then enter it again to verify that it is correct.
4. Once registered, you will be logged into the website
5. Please add your students by clicking on the **"STUDENTS"** button below or the **"PROFILE"** menu tab in order to proceed. Once your students have been added to the system you will be able to place lunch orders immediately by clicking the "Order" button below each child's name.

Important Hot Lunch Information – Please Read Carefully

Even if your child isn't participating in hot lunch, we **strongly encourage all families to register** on the online system. This ensures you receive important **emails, reminders, and updates** from the Home & School team throughout the year.

As in previous years, you may choose to order for one, some, or all available lunch dates. While we encourage online ordering, **paper forms are still available upon request**. These can be picked up at the office—please send a note in your child's agenda if you need one.

Payment Options –You may pay using one of the following methods:

- **Credit Card** (via Bambora): No account required. Secure, Canadian-based, and widely recognized. Please note: a small transaction fee will be added to online orders.
- **E-transfer:** Send to wsfctreasurer@outlook.com
- **Cash or Cheque:** Make cheques payable to Winfield School Fundraising Committee and send payment in a clearly labeled ziplock bag or sealed envelope. These will be manually added to your child's online account by our volunteers.

Important: Please keep hot lunch payments separate from milk money as that is processed via the WRPS system.

Order Deadlines:

All orders and payments for **hot lunches** must be received **by the date noted in the email coming out each round**. This allows our volunteers enough time to organize, plan, and prepare meals.

NO LATE ORDERS WILL BE ACCEPTED. NO EXCEPTIONS.

We appreciate your cooperation in helping us keep this process efficient and manageable for our volunteer team.

Sincerely,

Jordan Sebree and Carolyn Schwindt

Winfield School Fundraising Committee

Hot-Lunch Coordinators**Questions?**

Contact Jordan & Carolyn:

winfieldhotlunch@gmail.com

Thank you for supporting the Hot Lunch Program and helping us keep things running smoothly!