

## HOT LUNCH ORDERING

Student lunches will once again be ordered by parents online on a quarterly basis. If you would like to order hot lunches on Monday, Wednesday, and Friday for the first 9 weeks of school, please follow these instructions:

### NEW FAMILIES:

1. Set up your account **between now and the September 1 deadline**. The first step is to click on the HOT LUNCH link on the Order Hot Lunch page of our website. It will bring you to the HotLunchOnline website.
2. Click on "Create an Account"
3. Enter your login
4. Choose a password (if you haven't done so already) and login in. (Add this page to your "favorites" for easy access to your account.)

RETURNING FAMILIES: Returning users do not need to set up a new account. You should have received an email with the link to the ordering site.

5. At this point, you should be at the Welcome page. Please take a moment to check the news items and "getting started" instructions.
6. From here you can click on the **Student tab** on the top
7. Click on **+New Student**
8. Select **West Side Christian School** from the drop down list
9. Select grade/teacher
10. Enter name of **student**
11. Now click on the **Order tab** at the top
12. From the calendar, click only once on each meal that you choose. **When you click on the meal and add it to your cart, you are ordering that meal each time it is served during the first 9 weeks** of school. You still have the choice of ordering only the entrée OR the full meal with sides. **Don't forget to turn the site calendar from September to October** to finish the ordering process.
13. When you are finished ordering for your child(ren), you may go to your "cart" and write the check for the total amount shown (made out to WSCS). Cash is also acceptable. **One check per family is sufficient.**
14. Please place your payment in an envelope clearly marked "Hot Lunch \$".

**Payment must be received in the school office by the end of the school day on Thursday, September 1. The office will be open during the open house if you would like to drop off your payment.**

If you have questions or need help, please email [wscshotlunchhelp@gmail.com](mailto:wscshotlunchhelp@gmail.com) or contact the school office. 453-3925 / [school@wscsgr.org](mailto:school@wscsgr.org)