

# École R.W. Bobby Bend School Hot Lunch Program

## Hello Parents!

École R.W. Bobby Bend School's first hot lunch of the 2024/2025 school year will be on **November 1, 2024**, during the second nutrition break. The following will be available for order:

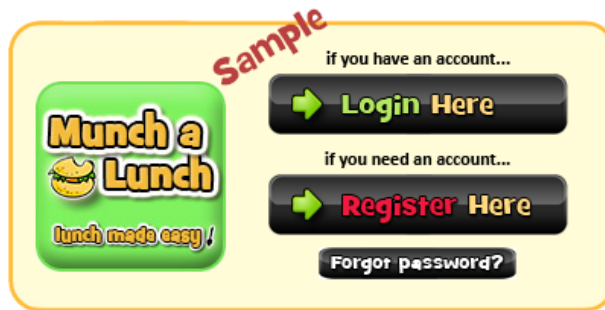
Hot Dog, Chips and Juice Box:	\$5.50
Hot Dog:	\$2.25

There will also be an option to order gluten-free hot dogs for the same price as above.

We are excited to announce that you will now place your hot lunch orders online using **MunchaLunch.com**! You can pay for your orders online using credit card (Visa/Mastercard), debit-credit card, Google Pay, Apple Pay or pre-paid credit card. You will need to register an account first, and then will be able to place your order.

### HOW TO REGISTER:

- 1) Go to: <https://munchalunch.com/schools/rwbobbybend>
- 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.



### IF YOU ALREADY HAVE A MUNCHALUNCH ACCOUNT:

If you already have a MunchaLunch account at a different school and wish to add École R.W. Bobby Bend School to your existing account, please follow the steps below.

- 1) Go to: <https://munchalunch.com/addaccount> and the system will guide you through.
- 2) After completing this process, click the green "Order Lunch!" button to order.

### ORDERING INFORMATION:

- Online ordering for the hot dog lunch on November 1 will be OPEN from **Thursday, October 17** until **Friday, October 25**.
- If you need assistance with ordering, do not have access to the internet or would prefer to pay using cash, please contact the Parent Advisory Council at [bobbybendpac@gmail.com](mailto:bobbybendpac@gmail.com).

Please note that no late orders after Friday, October 25 will be accepted. If your child is ill on a lunch date, you are welcome to notify the office that you will be picking up their lunch. Please arrange for pick up around 12:00 pm. Consistent with previous years, there are no refunds as this is a Parent Advisory Council fundraiser. We appreciate your support for our hot lunch program as the funds go towards supporting important initiatives within the school.

Our thanks to the École R.W. Bobby Bend School parent community for supporting this important fundraiser and to the volunteers who help make this program a success!

## INSTRUCTIONS ON PLACING AN ORDER:

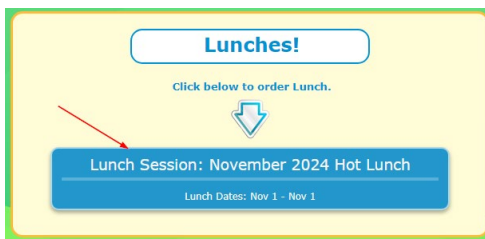
1. Login at <https://munchalunch.com/login>
2. Add your child/children to your account by clicking on “My Family” and then “My Children”



3. Then Click on the “Add a Child” to create a profile for each of your children

A screenshot of the 'My Children' page. At the top, it says 'My Children' in large green letters. Below that is a yellow box with '2 Easy Steps:'. Step 1: Click 'Add a Child' > enter their details > click Save. (If you are Staff/Guest/Visitor, enter yourself 'as the child') Step 2: Click 'Order Lunch' or 'Fundraising' to begin ordering. Below the steps is a green button with a plus sign and the text 'Add a Child'. Underneath is a form with the following fields: Student First Name, Student Last Name, Grade, and Class / Division. Each field has a yellow input box. Below the form, there is a note: 'Grade needed due to some split classes'. The form also includes a dropdown for 'Grade' and 'Class / Division'.

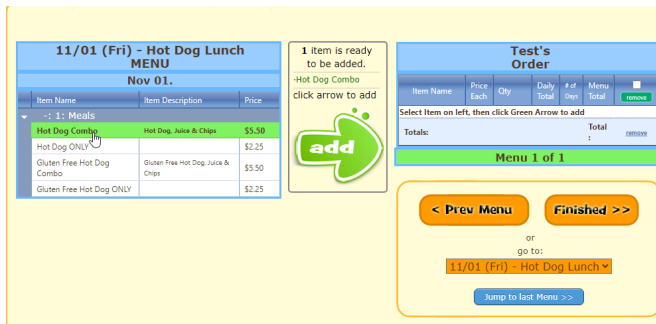
4. Click on “Order Lunch!” and then the Lunch Session button



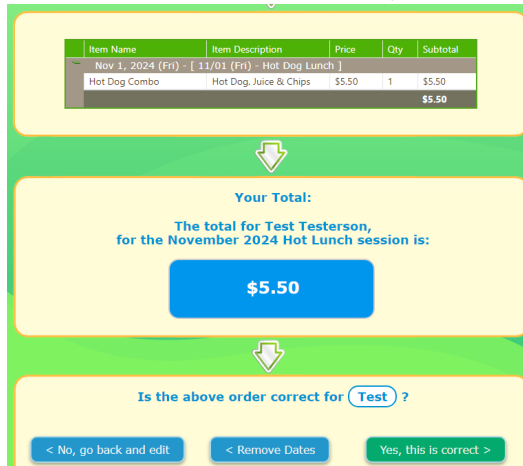
5. Choose a child to order lunch (you will be able to go back and order for additional children)



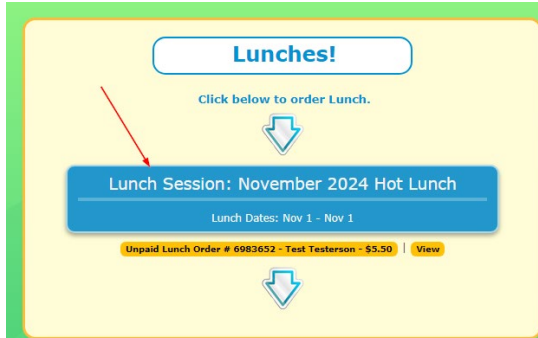
6. Select the lunch items you would like to add and click the “add” arrow and then “Finished”



7. Confirm the order and click “Yes, this is correct”



8. If you would like to add orders for additional children click on the “Lunch Session” button and go through steps 5-7 again.



9. Once you have added orders for all of your children click the “Checkout”

Click below to order Lunch.

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**Lunch Session: November 2024 Hot Lunch**

Lunch Dates: Nov 1 - Nov 1

Unpaid Lunch Order # 6983652 - Test Testerson - \$5.50 | [View](#)

Unpaid Lunch Order # 6983691 - Test Jr Testerson - \$7.75 | [View](#)

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**Ready to Checkout & Pay?**

Before clicking 'Checkout' below:

1. Be sure to create ALL orders for ALL children (lunches & fundraising).
2. To create more orders: scroll up and click desired button.
3. Then click 'Checkout' below to make 1 Payment for ALL orders.

Your 2 orders are awaiting payment.

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[Checkout >>](#)

10. If you need to make an adjustments to any of the orders or cancel an order **BEFORE** paying you can go to the “My Account” tab and click on “View my Orders” and then “Edit” beside the specific order you would like to change or cancel

My Family [Order Lunch!](#) Fundraising Closed **My Account \$13.25** Volunteer Contact Us [Logout](#)

View my Account Balance  
View my Orders  
View my Payments  
Download a copy of my Order  
Cancel my Order  
[Pay Now >>> \\$13.25](#)

**My Account**

Total Orders: **\$13.25**  
Less: Total Payments - **\$0.00**  
Balance Due: = **\$13.25** [Pay Now >](#)

**My Orders**

Order #	My Order	Edit / Cancel	Order Date	Child First	Child Last	Order Amount	Paid Status
6983652	<a href="#">View</a>	<a href="#">Edit</a>	10/15/2024	Test	Testerson	\$5.50	✘ Unpaid
6983691	<a href="#">View</a>	<a href="#">Edit</a>	10/15/2024	Test Jr	Testerson	\$7.75	✘ Unpaid
						<b>\$13.25</b>	

Total Ordered: **\$13.25**