



## KCS HOT LUNCH PROGRAM

Registration and ordering for the KCS Fall Hot Lunch Program  
**must be completed online by 3pm on September 7, 2018.**

<https://kcs.hotlunches.net>

### PROGRAM REGISTRATION

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Every family must register if you are wanting to order lunches – a new year means a new registration.

Please follow the steps below:

1. Go to [kcs.hotlunches.net](https://kcs.hotlunches.net)
2. Click the "**REGISTER**" menu at the top right hand corner to sign up.
3. Enter in our school code " **KCSHL** " (the school code is case sensitive and must be in uppercase letters to work.)
4. Enter your name, email address and phone number. Create a User ID that you will remember and use to access future KCS Hot Lunch orders online. Create a password and then enter it again to verify that it is correct.
5. Once registered, you will be logged into the website.
6. Please add your students by clicking on the "**STUDENTS**" button below or the "**PROFILE**" menu tab in order to proceed.

### PLACE A HOT LUNCH ORDER

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Once you have registered and added your children as "**STUDENTS**" into the system, you will be able to place lunch orders immediately by clicking the "**ORDER**" button below each child's name.

**All orders and cheques must be received no later than 3pm Friday, September 7, 2018** so that orders can be processed on time. If payment (including cheque and remittance form) has not been received by the due date, the online order will be deleted.

### PAYMENT

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After inputting your order online, simply print out the "Remittance Form" (this is your bill showing the amount owing for the Hot Lunch order.) Payment can be made by any of the following methods:

- 1) Pay with PayPal online.
- 2) Submit a cheque (payable to Kelowna Christian School) and submit directly to the school's main office.
- 3) Request that money be taken out of your SCRIP or Student Fundraising account. Complete the "SFA / SCRIP Request Form" online at [www.kcschool.ca/myKCS](http://www.kcschool.ca/myKCS) and submit to Caroline Matis ([caroline.matis@kcschool.ca](mailto:caroline.matis@kcschool.ca)) to check your balance.

### NEED HELP?

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If you have any questions or need help registering your children, please contact the appropriate person below:

**Elementary School**

Melodie Campbell ([melodie.campbell@kcschool.ca](mailto:melodie.campbell@kcschool.ca)) or  
Linda Krulic ([krulic69@gmail.com](mailto:krulic69@gmail.com))

**Middle & High School**

Ange Becker ([arbecker@telus.net](mailto:arbecker@telus.net))