



DR. KEARNEY MIDDLE SCHOOL

10723 – 92 Street, Fort St. John, B.C. V1J 3J4

Phone: 250-785-8378 ♦ Fax: 250-785-1678

November 17, 2020

RE: ONLINE ORDERS - LUNCH PROGRAM

Dear Dr. Kearney Parents/Guardians,

We are excited to announce that we have set up online ordering and payment for lunches through our school canteen. The system is operational and you can start placing orders for December lunches today. Below, you will find directions on how to register for an account. As always, if you need assistance, please contact our office.

Website: drkearney.hotlunches.net

1. Click the "REGISTER" menu at the top right-hand corner to sign up. **Our school code is 8378.**
2. Enter your name, email address and phone number, then a user id that you will use for access to the hot lunches application.
3. Enter a password and then enter it again to verify that it is correct. Once registered, you will be logged into the website.
4. 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.

You may place an order for any or all lunch dates, and paper order forms will still be accepted. A supply of paper forms is also available in the office or you may download from our school website. You can also enter the lunch order on this site and print out a 'Remittance Form' and send payment to the office. **Payment has to be received by the deadline as unpaid orders will be cancelled on Friday mornings.** If you are paying by credit card there is a \$0.30 transaction fee.

The following orders are available:

December 1 - 4, 2020 Must be entered by 9:00 a.m. November 27

December 7 - 11, 2020 Must be entered by 9:00 a.m. December 4

December 14 - 18, 2020 Must be entered by 9:00 a.m. on December 11

Kind regards,

DKMS Administration