

(UPDATED as of 3/1/19)

## **HOT LUNCH INFORMATION**



**HOT LUNCH ordering for the month of APRIL will OPEN on March 11 and CLOSE on March 18 at 12:00 PM.**

**\*PLEASE NOTE: THERE WILL BE 9 ORDERING CYCLES THIS YEAR. Ordering will be done on a MONTHLY basis.**

For your convenience, hot lunch payments will automatically be paid via your **FACTS account**. There will be no need to send a check into the school office. Charges added to your account by the end of the month will be payable with your next monthly payment or 30 days later if no additional payments are to be made. The financial rules stipulated on your registration form apply.

### **HOW TO PLACE AN ORDER:**

- 1.** The Hot Lunch order form is available on-line at the Seton website ([www.setoncs.org](http://www.setoncs.org)). Look for the “Hot Lunch” link in the “**Useful Links**” section under the Parent tab.
- 2.** Click on the “Submit an Order” button. Simply provide your students name, class code (e.g. 2M, 3B) and email address where you would like your order and payment confirmation sent. Make the menu selections by tabbing through the order form. You may enter as many of an item as you wish. Using tab to skip an item will automatically insert a 0 quantity for that item. The form will calculate the total amount for your order.
- 3.** When your order is complete, click the “Submit Form” button. That's it!  
**PLEASE DO NOT SEND A CHECK INTO SCHOOL.** Your order total will automatically be sent to your FACTS account.

4. You will receive a confirmation email when your order has been submitted. You will receive another confirmation email when your order has been accepted and billed to your FACTS account.
5. **Orders must be placed by 12:00 PM on the deadline day.** At that point, the order form will close and the billing process will begin. **LATE ORDERS WILL NOT BE ACCEPTED.**

**IMPORTANT:**

The hot lunch program is divided into 9 sessions. You will have one week to place an order. Once the week has passed, the system is “inactive” and no more orders can be placed. If you do not submit your order before the deadline, you will then need to wait until the following session to receive hot lunch for your child. If you submit an order with an error (e.g. forgot to order an item for a specific date), you must resubmit the ENTIRE order. **Changes must be made before 12:00 PM on the deadline day.** The system will automatically utilize the last order submitted for a particular student, so do not worry about multiple orders being submitted. If school is closed due to inclement weather, hot lunch will be cancelled for the day. Because hot lunch is now offered everyday, we can no longer reschedule the meal. We are unable to refund any money for a cancelled hot lunch. If a student is absent on a day they have ordered hot lunch, money WILL NOT be refunded.

**If you have any questions, please email Sr. Carolyn  
at [setonlunch@gmail.com](mailto:setonlunch@gmail.com).**

**WE ARE IN NEED OF LUNCHROOM VOLUNTEERS!**

**Many thanks for any assistance you can offer!**

