



## KES Hot Lunch 2023-2024

Kitscoty Elementary School is excited to announce that we will be starting the hot lunch program on Wednesday's to begin in October. The first month will be open to order on Monday, September 18th and will close on Wednesday, September 20th. You will receive email notifications to order throughout the school year as well as weekly emails of your orders.

Our hot lunch program is an online program where you can pay for your child's or children's hot lunch with Paypal and e-Transfer all with one transaction.

If you created an account last year, your username will be `firstname.lastname` and your password will also be `firstname.lastname`. If you are new to this program you can follow the following steps.

Here's how to get started:

Go to [kes.hotlunches.net](http://kes.hotlunches.net)

Click on "Click Here to Register"

Enter Access Code 2822

Complete the rest of the registration form. You will have to enter a phone number in all 3 spots to move on. (home, daytime, cell)

Click the "Register Now" button at the bottom

Follow the instructions to add each child in your family who attends Kitscoty Elementary School by clicking on the "Students" tab. Once your child(ren) are registered, click on "Orders"

Proceed to order hot lunch for your child(ren)

**PayPal:**

We accept hot lunch order payments through PayPal ([www.paypal.com](http://www.paypal.com)) by pressing on the Pay with Paypal button. You can either pay with a credit card as a PayPal guest (Visa, Mastercard or Amex), or set up your own PayPal account. There will be a \$0.30 transaction fee as well as 3.2% fee added to each Paypal transaction.

**e-Transfer:**

We also accept e-Transfer by emailing: [keshotlunches@gmail.com](mailto:keshotlunches@gmail.com)

Follow these instructions to set up e-Transfer:

- Add Kitscoty Hot Lunch as a new recipient
- Use the email address: [keshotlunches@gmail.com](mailto:keshotlunches@gmail.com)
- If you have to create a password, use the question: What is our school mascot?  
Answer: Cougar
- **In the message box enter: your child or children's names and put in Kitscoty Hot Lunch**
- Send e-transfer

Once we have received your e-transfer we will mark you as paid on the online program. This may take some time but once we have accepted your payment you will see that you are paid when you log into your account and you select the "Orders" tab and click on "Manage Orders"

**Volunteers:**

We will need volunteers to pick up and drop off at the school, help prepare and serve lunches, and be a member of the committee. If you are interested in volunteering for any of these positions please contact the school office at 780-846-2822.

Unfortunately there will be no refunds if a student misses a day for hot lunch. We will try and send food home with a sibling or it may be donated to another student. Thanks for understanding.

If you have any questions or concerns please contact the Hot Lunch Committee by calling the school at 780-846-2822.

Thank you for your continued support,

KES Hot Lunch Committee