

## January – March 2018

## CMES School Council is pleased to offer Food Days as listed below. Lunch days are *Thursdays at the Second Nutrition Break* and Hot Chocolate are offered on *Tuesdays at the First Nutritional Break.*

**MILK TOKENS** are available monthly for sale via School Cash Online for delivery the first week of each month. Milk is only available from in the front lobby by the gym which only accepts tokens.

## Deadline for ordering and payment on School Cash Online is January 12th, 2018, with the exception of the Thursday, January 11<sup>th, 2018</sup> Pizza Day. <u>That due date is January 5<sup>th</sup>, 2018.</u>

Date	Food Day
Thurs. Jan 11 <sup>th</sup>	*Pizza
Tuesday 16 <sup>th</sup>	Hot Chocolate
Thurs. Jan 18 <sup>th</sup>	*Pizza
Thurs. Jan 25 <sup>th</sup>	Pita Pit
Thurs. Feb 1 <sup>st</sup>	*Pizza
Thurs. Feb 8 <sup>th</sup>	*Pizza
Thurs. Feb 15 <sup>th</sup>	*Pita Pit
Tuesday Feb 20 <sup>th</sup>	Hot Chocolate
Thurs. Thurs Feb 22 <sup>nd</sup>	*Pizza
Thursday Mar 1 <sup>st</sup>	*Pizza
Thursday Mar 8 <sup>th</sup>	*Pita
Tuesday Mar 20 <sup>th</sup>	*Smoothie
Thursday Mar 22 <sup>nd</sup>	Hot Dog Day
Thursday Mar 29 <sup>th</sup>	*Pizza

## Late orders cannot be accepted

\*Food is nut free and complies with the Healthy School Food and Beverage Legislation, PPM150, which dictates the level of fat, sodium and protein that we can offer for sale to students in school. For more information, check out the Ministry of Education's website: http://www.edu.gov.on.ca/eng/healthyschools/policy.html

## **HOW TO ORDER!**

All ordering and payment for food days is done through School Cash Online.

Step 1: Go to website https://ugdsb.schoolcashonline.com

Step 2: Register by selecting "Get started today" and follow the directions provided (If you have previously registered proceed to Step 4)

Step 3: After you receive the confirmation email, select the "click here" option, sign in and add each of your children to your household account **(Leave Student Number Blank)** 

Step 4: Place your orders for each child including all options by adding to your cart

Step 5: Select "CHECKOUT" & choose your payment option

Step 6: Ensure you receive a confirmation email

Please note that to process your order, you must complete the checkout step!

## IMPORTANT INFORMATION ABOUT CMES FOOD DAYS

Pizza Day – made fresh daily by Pizza Depot. Each slice is 1/8<sup>th</sup> of a 16" pizza. Pepperoni or Cheese Slices are \$2.25/ea

Pita Day – Each Pita is custom prepared by Pita Pit and has several options to make it the way you like. Please be sure to complete the topping information when placing your order online. Pitas \$5.50/ea Fork Style \$6.50/ea Gluten Free \$7.50/ea

Hot Dog Day – A favourite prepared at the school by parent volunteers. A Maple Lodge Chicken wiener served on a white bun. Ketchup and mustard are available.

## 1.50/ea

Smoothie Tuesdays – Smoothies are prepared by Pita Pit. Please indicate your selection online. Mango Rejuve, Pom-Berry or Strawberry Banana Smoothies are \$3.50/ea

## Hot Chocolate Tuesdays for January & February

Prepared at the school by school council volunteers. Carnation hot chocolate with marshmallows. \$1.00/ea

- 1. Refer to the School Cash Online trouble-shooting guide
- 2. Call The Cash Online PARENT HELP DESK for support 1 (866) 961-1803
- 3. Contact our School Council at (519) 941-7487 ext. 500 or janpettigrew@rogers.com

# PARENTS, please mention to your children that if they have a problem with their order, they should come see the food coordinator/volunteer in the front foyer right away so we can address the problem immediately.

#### We can't fix a problem if we don't know about it!

Please remember that if a student is absent on a food day, the perishable food item(s) they have ordered will not be saved, but considered a donation to the school council.

Thank you for supporting your CMES School Council!!!



## **Trouble-Shooting!**

Here are some common errors that some users might experience, and tips to avoid them ...

#### 1. Unable to Checkout

An out-of-date web browser or security settings may prevent you from checking out. Try resetting your web browser and if still not working, contact support at 1-866-961-1803 or <u>parenthelp@schoolcashonline.com</u>

#### 2. Selecting Items but Not Checking out.

After adding all your items to the shopping cart you must select the "Checkout" option, select your method of payment and then "PLACE ORDER". When you have done this successfully a message will appear on the screen confirming that your order has been placed and that your receipt has been emailed to you. If you do not reach the payment receipt page, your order was not placed.

#### 3. Adding Money to the Wallet, but not Paying.

Similar to the above issue, you must fully complete the checkout process. Loading money to your wallet is not the same as completing payment. If you have previously loaded funds to your wallet you must select "myWallet" as the method of payment as you check out. It is <u>not required</u> to use the myWallet feature; you may also pay for each order directly from your bank account using the "eCheck" option.

#### 4. Incurring an NSF Charge

Just as when writing a paper cheque, one must ensure that funds remain available in the bank account until payment clears. Funds are not instantly withdrawn. There are two options for payment: eCheck and myWallet. When paying by eCheck payment for your purchase comes directly out of your bank account, but it does take about 3 days after your payment for the funds to actually come out of your bank account. When loading funds to myWallet it can take up to 7 days for your funds to actually come out of your bank account. If for any reason those funds are not still in your bank account when the payment processes in 3-7 days, you will receive an NSF charge and your order will be cancelled.

To summarize: although you have completed the checkout process and printed your receipt of your order, if your payment is rejected by your bank for insufficient funds, your lunch order is in effect, cancelled.

#### 5. Not Reviewing the Receipt.

Especially with multiple lunch items and children, it can be easy to miss an item! We strongly suggest that you review and print your receipt and check it against the list of lunch days sent home to you, to verify that you have ordered each of the items that you intended to. Your receipt can be found under the tab "Payment History" and a copy is also sent to your email. If you do not see a receipt, an order has not been placed.

#### 6. Not Keeping a Record of Lunch Days

With multiple lunch days and multiple children it can be challenging to stay organized! We strongly suggest that once you have reviewed and printed your receipt that you mark your lunch days on your family's central calendar so that there is no confusion about which days your child will be receiving their school lunches on. This will avoid situations where your child is expecting a lunch order when one has not been ordered for them for that day.