



SPECS Online Hot Lunch Order

The school hot lunch program is made available by the Parent Fundraising Council and run by volunteers

- **ALL communication** for the hot lunch program is sent **via email. Ensure your email address is in the system throughout the year.**
- Deadlines will be communicated within emails. There are no exceptions or extensions of deadlines.
- If you do not have access to a computer or internet, please visit the school office for assistance.
- **Accounts NOT PAID in full each month will be blocked** from ordering until payment is received.
- Payment must be exact, no change will be given. There are **no refunds.**
- **You must create an account every school year**
- Milk program totals will be prorated for October 2022 program launch only.

How To Set Up Your Account Annually

1. In your browser, type: **specs.hotlunches.net**
2. Select *"Click here to register"*
3. In the access code field enter *"SPHL"*
4. Complete all required fields of the form, and ensure you provide a **valid email address**
5. Select *"Register Now"*
6. Add each child in your family who attends SPECS as well as their homeroom teacher
7. Select *"orders"*
8. Proceed to order any items you wish to for that month.

How To Make Payments

1. Put all funds due (for all children) in one zip lock bag or envelope and label with your child(rens) name(s).
2. ALL payments must be in by 12 PM the day after the order closes. Make all cheques payable to SPECS with your child(ren)'s names on the memo line. If you are ordering for more than one child you can pay for the total amount with one cheque.
3. Cash payments must be the exact amount due - no change will be given.