

# McKay MunchaLunch Program 2023-2024

## HOW TO REGISTER:

New users will have to perform a one-time registration for account creation. Parents are responsible for selecting the **CORRECT** Grade and Division for their child upon registering / logging in. Teachers and Staff members please select "Staff" as the Grade and Division.

- 1) Go to: <https://munchalunch.com/schools/mckay>
- 2) Click the "Register Here" button (as shown below). The system will guide you through.
- 3) After adding your children, click the green "Order Lunch!" button to order
- 4) Next time, just click the "Login Here" button to access your account.



## ORDERING INFORMATION:

- There will be three sessions for our online ordering and only one session will be opened at a time:
  - Fall 2023 - Sep to Dec
  - Winter 2024 - Jan to Mar
  - Spring 2024 - Apr to Jun
- Parents and families may order hot lunches ahead of time and at any time on or before deadlines. Each lunch date will have a different cut-off date (i.e., usually a week before the actual lunch). NO late orders will be accepted as the system will automatically close the ordering after cut-off.
- The system only accepts credit cards (Visa/Mastercard), debit-credit cards or pre-paid credit cards as payment methods. **For iPhone users:** Please **DO NOT** use 'Mobile Safari' for payment (use 'Google Chrome Browser' instead)
- For those who have ordered lunches, you will receive an automated email reminder one day before our hot lunch days.
- **Please DO NOT order lunches for a future date if you are UNSURE about doing so. An email reminder about upcoming hot lunch day will be sent out one week before cut-off to all parents and families.**
- Once you have completed selecting the food items, simply click the "Finished" button (OR click "Jump to last menu" button to see the "Finished" button) and it will lead you to the page for payment.
- **Ordering lunch for more than one child:** Simply click the Lunch Session button (BLUE COLOR) and select another student and repeat the process.
- Please refer to Parents FAQ for more information: <https://munchdocs.com/docs/FAQs/parent-faqs/>
- If you need assistance with ordering, or do not have access to the internet, please kindly contact McKay PAC Lunch Coordinator by sending an email to [mckayelementarypac@gmail.com](mailto:mckayelementarypac@gmail.com)

Note: Please note if your child is ill on a lunch day, you are welcome to come and pick up their lunches by 12pm; otherwise, please consider it a donation for a child who does not have a lunch on that day. Consistent with previous years, there is NO REFUNDS as this is a PAC fundraiser. All proceeds from hot lunch days will be used to enrich the students' education inside and outside of the classroom including projectors and audio systems, sports equipment, stationery supplies and other needs.

We are always in need of **Volunteers!** There is a volunteer page in the online system where you can checkmark which dates you are available. The lunch coordinator will then contact you with a proposed schedule should we need help on that day.

Our thanks to the McKay PAC parent community for supporting this important fundraiser and to our wonderful Volunteers who help make this program a success!