



## CONESTOGO PUBLIC SCHOOL

Welcome back Students and Parents!

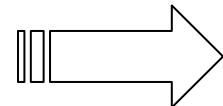
Elementary School Nutrition Services is pleased to announce that we will administer your nutrition program for 2015/2016.

You may begin placing orders immediately and the first nutrition day will be Monday **October 5<sup>th</sup> 2015**. Our on-line ordering system is user friendly, and allows you to place and manage your orders when it is convenient for you. You can pay on-line with credit card or debit. If you have provided your email address when registering, you have agreed to receive reminder emails and communication from ESNS.

We will be offering a great selection of lunches, and snacks including Subway, Pita Pit and Boston Pizza lunches alternating on Mondays, New Orleans pizza every other Wednesday, and Snacks on Thursday.

To Register log on to : [www.esns.ca](http://www.esns.ca)

1. Click on the tab **SCHOOLS**
  2. Click on your school from the list
  3. Click on the tab **REGISTER**
  4. Complete all the fields in the registration form
  5. Click on Children to add your student information – select their classroom from the drop down menu – Add additional children if appropriate
  6. Click on the tab **ORDERS**
  7. Complete one order form for each child then proceed to payment
- Full detailed instructions can also be found under the **HELP** Tab



# IMPORTANT ORDER, PAYMENT AND CANCELLATION POLICIES

## ORDERS

All orders must be placed 9 days in advance of delivery, as we must place our orders with our suppliers in this time frame. Emails will be sent to you to remind you when to order. Orders will only be processed if they are paid in full.

## PAYMENTS

Please make your payment at the time of ordering. Unpaid orders **will not be filled**.

## CANCELLATIONS- email [support@esns.ca](mailto:support@esns.ca)

Orders that are cancelled after the orders have been placed with our suppliers will be credited at 50%. Days highlighted in red on the website indicate that these orders have already been placed with our suppliers. Our custom software does allow you to edit orders on your account that have not been placed with our suppliers.

## SNOW DAY CANCELLATIONS


If the school board has closed the school due to weather conditions all orders will be cancelled and a full refund will be posted to your account.

## BUS CANCELLATIONS

If buses are cancelled due to weather, all orders will be sent to the school. If you wish to cancel your order as your child will not be attending school, the regular cancellation policy of 50% credit applies.

## **Helpful Information**

Please ensure that you register your children in the correct classroom as this is where their lunches will be delivered. If your child is moved to a different room, please log in and edit your child's information or contact us.

When you see the icon  beside a product this means that there are options available for this product. When you select this product your options will appear. (Eg. Toppings on a sub, or dressing for a salad)

If you are not able to place your order on-line you may contact our office at 519-570-3767 and we will be pleased to help you. Email [support@esns.ca](mailto:support@esns.ca)