



NEW DUNDEE SCHOOL LUNCH PROGRAM

Welcome back Students and Parents!

Elementary School Nutrition Services is pleased to announce that we will administer your nutrition program for 2016/2017.

You may begin placing orders immediately and the first nutrition day will be Tuesday **September 27th**. 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 lunches on Tuesday, Wednesday and Thursday each week.

Tuesday – hot lunches provided by Main Street Bakery

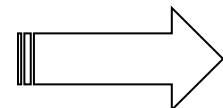
Wednesday – Pasta lunches by East Side Mario's

Thursday – Pizza provided by Main Street Bakery

To Register and place your orders log on to : 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

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 cancelled and a full refund will be posted to your account.

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.

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