

# **Blacklock Fine Arts – “MunchaLunch” Instructions 2021/2022**

## **(Hot Lunch, Fundraising/Events, Volunteer Sign-Up)**

**Registration for Trunk or Treat & Pumpkin Carving Contest” is OPEN**

**Hot Lunch Dates/Menus & Additional Fundraising Information coming ASAP!**

We are very happy to announce the return of our hot lunch program! A few modifications have been made from past years to follow district guidelines and Blacklock admin requests regarding Covid.

All hot lunch food items will be arriving prepackaged and sorted by the vendor, where at all possible. We are reducing offerings to limit the amount of time our volunteers spend in the school.

“MunchaLunch” is a great tool that we use for all sorts of things that our PAC organizes. You’ll soon see various Fundraisers and Events that require sign up, payment or registration hosted via “Munch”. Whereas the school run events/purchases are set up via “School cash online”, PAC is a separate entity, and we utilize our own system.

“Munch” is approved for use via the Langley School District as it follows all technology protocols regarding data storage and student privacy.

### **RETURNING FAMILIES**

- 1) Go to: <https://munchalunch.com/schools/blacklock/>
- 2) Log in to your existing account using the same email address and password as previous years. (forgot your password? There is a ‘forgot password’ link directly below the login button).
- 3) Follow the prompts to update your child(ren)’s grade and classroom for 2021/2022

### **NEW FAMILIES**

- 1) Go to <https://munchalunch.com/schools/blacklock/>
- 2) Click the **“Register Here”** button. The system will guide you through. You will need your child’s Division and Teacher’s name.
- 3) The next time you need to register, order, sign-up for anything on Munch you’ll click “login here”.

### **ORDERING & PAYMENT**

You can pay for your orders securely online using Visa/Mastercard/Prepaid Credit Cards/Visa Debit/Mastercard Debit.

**\*\* WE STRONGLY encourage you to use an online payment option as we attempt to reduce the amount of volunteer hours required.**

\*\*\* Ordering and payment is a 2-step process.

- 1) You will receive a confirmation email with the subject line:  
**"MunchaLunch Order"** when you have placed your order
- 2) You will receive a second email with the subject line:  
**"Your MunchaLunch Receipt"** when payment is processed.  
(This will happen nearly immediately if you pay online. Should you choose to pay with cash or cheque, you'll only receive confirmation once we've had a chance to reconcile your payment against your account.)

**Orders that are not paid for by the ordering deadline are automatically deleted and will not be filled. PLEASE set reminders on your calendar.**

We'll also post reminders on the "BLACKLOCK PARENT COMMUNITY" Facebook Page for Hot Lunch & Fundraiser cut offs. You can find the page here: <https://www.facebook.com/groups/1692163407779161>

**NO LATE ORDERS OR PAYMENTS CAN BE ACCEPTED.**

**NO EXCEPTIONS!!**

#### **AUTOMATED REMINDER EMAILS**

Munch sends an automated reminder the day before each hot lunch to all people who have paid for their order. Please remind your child of what items you've ordered for them. ***If you do not receive a reminder email, your child will not be receiving a lunch as you either:***

- a) ***Did not order***
- b) ***Forgot to pay***

You can also log into your "Munch" account at any time to view your paid orders.

#### **ABSENCES ON HOT LUNCH DAYS**

If your child is absent on a hot lunch date, you are welcome to come and pick up their order.

- 1) Notify us via email at [blacklockpac@gmail.com](mailto:blacklockpac@gmail.com) by 10:00am to let us know you are coming for it so we can have it set aside.
- 2) Your child's order can only be picked up from the table by the main office between 11:00-11:30am

*If you have any questions or require assistance, please feel free to email us at [blacklockpac@gmail.com](mailto:blacklockpac@gmail.com)*