

KCA Family,

We are excited to announce that we have a new online portal for ordering our **Hot Lunch Program** that will enable and require you to pay online upon submitting your order. The process should be familiar as it mimics the standard “online shopping cart” process that most websites use when ordering online. In addition, you will also be able to pay for other miscellaneous items that come up throughout the school year such as KCA field trips, musical instrument rentals, gym uniforms etc.

Starting next week, you will be able to access the new hot lunch ordering site via our school website [kleinburgchristian.ca](http://kleinburgchristian.ca) along with the important notes and **training videos below**. (**Note: link to videos on page 2**)

In the meantime, if you'd like to get a head start and place your order you can access directly here:

<https://kleinburg-christian-academy.square.site/#AUHDM5VIYP5MG2DXQYHYZZW4>

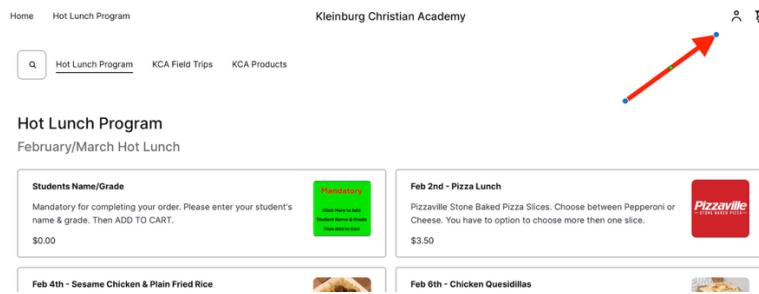
This new process is in response to the feedback we received directly from you in addition to providing greater efficiencies administratively.

Please review the important notes below and training videos if you need additional support.

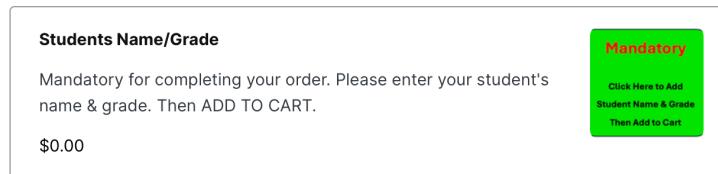
If you have any issues, questions or concerns please don't hesitate to reach out to [kcapia@kleinburgchristian.ca](mailto:kcapia@kleinburgchristian.ca)

#### Important notes:

- Please create one cart (one order) per child, complete the payment for that cart, then create a new cart/order for the next child. **DO NOT** order for multiple children on the same cart.
- We highly recommend creating an account which will save your information and help expedite future orders and provide you an order history. Simply click this little person and then enter your phone number, contact information and credit card information. Your card will be fully encrypted.



- Please **ensure** you add the student/grade to your cart when ordering (it looks like this below).



**TRAINING VIDEOS:**

Placing an order via

Phone/iPad: [https://drive.google.com/file/d/1wKhJo95ndsWEDVIT0ppgUxzA2Tmk7Jro/view?usp=share\\_link](https://drive.google.com/file/d/1wKhJo95ndsWEDVIT0ppgUxzA2Tmk7Jro/view?usp=share_link)

Placing an order via

Laptop/Desktop: <https://drive.google.com/file/d/16HuQozmdDNZykIRilkTPCscdhFTZtpeJ/view?usp=sharing>