

2025/26 Hot Lunch, Milk and Popcorn Ordering Information for Parents

Milk Program and Popcorn Days - Ordering Starts Soon via [School Cash Online](#)

You will see these ordering forms as items under your student's name - if you do not already have a SCO account, please follow the [new account registration process](#). These programs are optional, and are organized by School Council volunteers - these initiatives raise funds to support school enhancements.

Reminders:

*** Orders on "snow days" (all OSTA buses canceled due to inclement weather)**

Milk orders: all missed milk will be sent home with students at the end of Term 1 (Date TBD)

Popcorn orders: will be delivered on the following school day

Hot Lunch orders: will be canceled & credit will be issued to your LunchBox account within 3 business days

*** No late orders can be accepted for milk or popcorn- Final Order Date will be shared soon**

*** Hot Lunch Program- option to order or cancel by Sunday at noon for the upcoming delivery week- parents can order hot lunch items weekly, monthly or for the whole year**

*** If your student is absent. Please connect with the office to arrange pick up of your milk/popcorn/hot lunch item**

Deadline to order for Term 1: September 29th, 2025

Term 1 runs from October 6, 2025 until February 27, 2026

Note:

- Milk orders: select daily order (white, chocolate, or none) - delivery will be the same for the whole term
- Popcorn Dates: monthly - Oct 17, Nov 14, Dec 12, Jan 9, Feb 13

Questions about milk and popcorn can be directed to: Kelly Johnston- saintmarycouncil@gmail.com

Hot Lunch Ordering (via LunchBox) is Now Open!

This year's delivery schedule:

Every Tuesday: Subway

Every Thursday: Pizza Pizza

Deadlines to order: Submitting a new order or cancelling an order can be done up until Sunday at noon for the upcoming delivery week. *Parents have the option to order weekly, monthly, or for the whole year.*

The first deadline will be provided soon!

Tech support for ordering: info@lunchboxorders.com or 1-877-426-6860.

Questions about menu options: Lacey DeSousa- stmaryhlcoordinator@gmail.com

ORDERING INSTRUCTIONS FOR LUNCHBOX: PLS READ CAREFULLY AS ALL PARENTS WILL NEED TO SELECT TEACHER FOR STUDENTS- Kinder to Grade 3 use Homeroom Teacher and Grade 4-6 use the Afternoon Teacher

STEP 1: Access the LunchBox Portal

We recommend using a PC for ordering - as mobile versions of the software are more difficult to navigate.

Log In to your [School Cash Online](#) Account > once you add students to your SCO account, under your Items you'll see this blue banner under each of your student(s) name(s):



- a. Click "ORDER NOW" orange button that will open a new window

b. If you had an account last year: when you press PLACE ORDER you will see a list of your student(s) registered to your account

If this is your first time using LunchBox, you will see your student's information pre-populated and then enter allergy/dietary restriction information (if applicable).

c. Click Add/Update

If this is your first time using LunchBox or have other students to add, click add student and fill out form. .

STEP 2: Place your Order(s) / Select Menu Items

a. Click Place Order (top banner menu) and you will see a list of your student(s). Click Order Now (blue button) beside the student name. This will open a calendar with our School's lunch menu schedule.

b. Click on the Menu you want to order.

c. Select the menu item from the drop down. *Note: for Subway, options for bread type and toppings will be available once you pick the menu item.*

d. Complete the From and To Dates *before* pressing "Add to Order", review details then press Add to Cart.

e. Repeat this step for any menu that's displayed as blue in the calendar. *Reminder: orders placed for future weeks can be modified up until the ordering deadline (Sundays at 12pm for the upcoming delivery week) of the menu you're changing.*

f. If needed, repeat steps 1-5 for your other student(s)

STEP 3: Check Out/Process Payment.

Once you've added menu items for your student(s), go to the cart and proceed to checkout to process payment. Orders are not placed until payment is processed. Once you've submitted your orders, you'll receive an order confirmation email and will be able to view details (and modify or cancel) under your LunchBox account Order History.

If you require financial assistance for placing hot lunch/milk or popcorn orders - please contact the Principal- Mrs.Divell via mary.carleton@ocsb.ca.

Thank you for your ongoing support towards School Enhancements!