

# **\*\*IMPORTANT\*\***

## **PIZZA DAY CHANGES**

Dear Parents and Guardians,

As previously communicated, all Pizza Orders, starting with April Pizza days, will be done online through School Cash Online **ONLY**.

The process is as follows:

- The opportunity to order pizza for your child(ren) will be open on **School Cash Online** from the 15<sup>th</sup> – 25<sup>th</sup> of each month for the following month (ie. April ordering will be available March 15 – March 25). You will get an email notification from School Cash Online when the item is open.
- Select your option for each week of the month (ie, 1 slice cheese), add it to your cart and checkout. **Please ensure that you make selections for each week that pizza is wanted.**
- Please make sure you complete all the steps to finalize your order and wait for confirmation that it has been accepted. If you close the screen too soon, it may not process. You will always get a confirmation email and you can check your payment history anytime on School Cash Online.
- If you have more than one child at the school, you must order separately under each child's account, in order for the orders to be distributed correctly.
- There is no longer a need to complete or return an order form. Your child's order is placed and paid for through their account on School Cash Online.

### **FAQ Below**

#### **How do I sign up for School Cash OnLine?**

- If you still need to register for School Cash Online, please contact Mrs. Adam in the office.

#### **What if my child is sick on a scheduled pizza day?**

- Since pizza is pre-ordered on a monthly basis we cannot provide refunds. The pizza ordered for your child will be donated to another student who would not normally be able to have pizza.

### **What if school is cancelled on a pizza day?**

- If school is cancelled, pizza day will be on the following school day

### **What if I miss ordering timeline?**

- Timelines for ordering pizza will be limited to the 10 days noted above each month. If you miss the time frame, we **cannot** accept **late** orders, you will have to wait and order for the following month

### **What if I cannot pay on-line?**

- If you have extenuating circumstances that do not allow you to use the online system, please contact Mrs. Adam in the office to discuss; **each case will be dealt with individually depending on the circumstances.**

We are very excited to introduce this new way for streamlining our pizza days and we are confident, that once you have done it, you will love it as there are no more forms to return, no more scrambling for change at the last minute and no more worries about money being misplaced on the way to or from school! In the meantime, if you have any questions, please feel free to contact Mrs. Adam in the office at 905-388-1677.

Sincerely,

Mrs. Adam  
Office Administrator  
Mountview School