



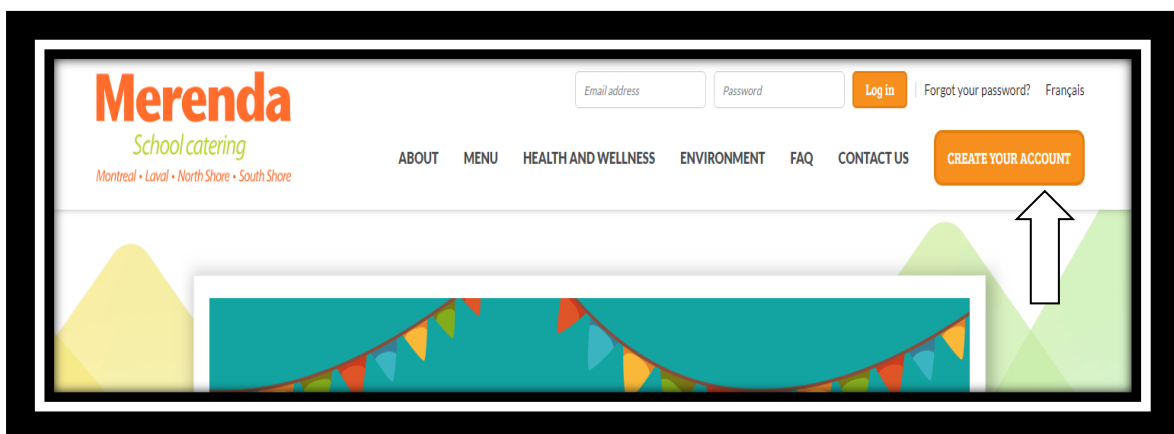
Dear Parents,

Merenda team are pleased to welcome you to another school year. Hereby, we would like to provide you with some general information on the operation of the next school year and the terms of our Web site [www.traiteurmerenda.com](http://www.traiteurmerenda.com) . We take this opportunity to welcome all new students as well as their parents.

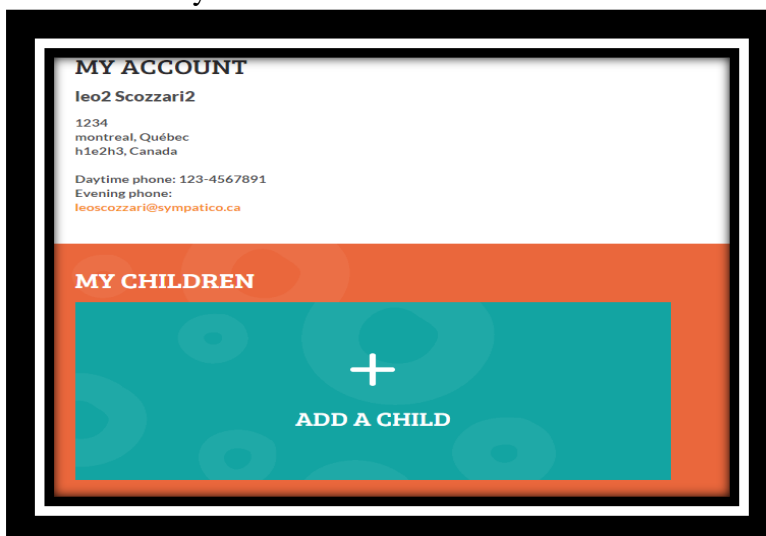
## Our Pleasure to see you again on September 10<sup>th</sup>, 2018

Here are a few steps to register on our WEB SITE:

- 1- In the homepage on the right, click on the orange button "create an account" and fill in the required fields.

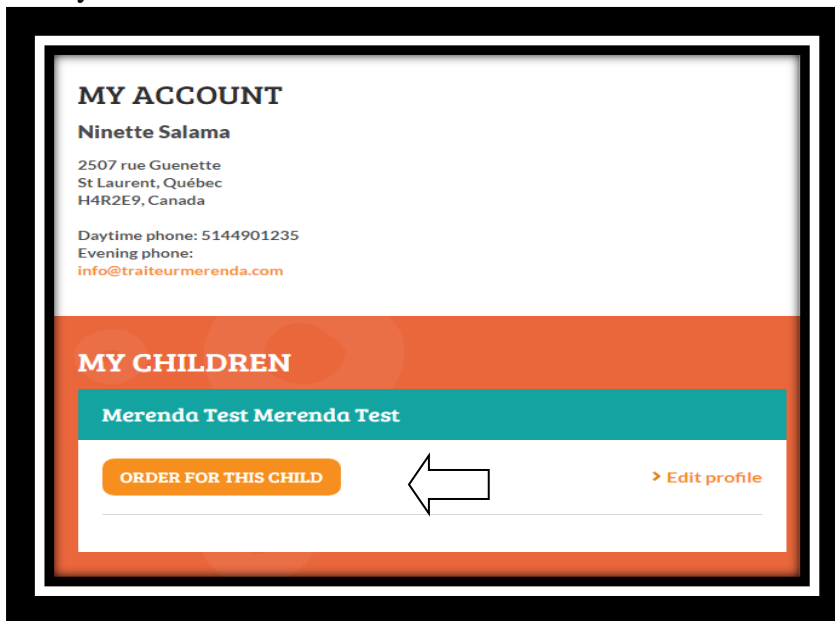


- 2- You will be emailed a link that will allow you to confirm your e-mail address. Your e-mail address must be confirmed before you can place your first order.
- 3- Now, you can continue your registration. Simply log in with your email address and password and click secure connection. You will automatically be in 'Your profile'
- 4- Add a child to your account



**NB\*** Important to correctly identify the level of your child as well as the group name or Home Room. If you do not know your child's group, please contact the school daycare.

## 5- Order your meals



You must select which child to order for, then, the month in question, and proceed to placing your order.

Select the month of September and proceed to the choice of meals for your child

Your order will be processed ONLY when the payment process is completed via Globalpayments. You will be receiving an email directly from Globalpayments immediately thereafter confirming your payment/order.

After completing your registration and create your profile as a parent, you need to make your payment online either by credit card or Debit card you will be directed directly on the website Global Payments once your order is completed. Once all these steps well executed, you will receive a confirmation of order to your e-mail address.

**Cancellation:** A credit will be issued for cancellations. This credit may be deducted from the total of the next command. No refund will be made.

A period of 24 hours is required to cancel the meal of your child if it is a predictable pattern (ex: output group, medical appointments, holidays, etc.)

However, if your child is sick, you can cancel his meal the same morning by phone only at 514 490 1235 before 7:30 AM. We will not accept cancellations by email or on the voice mail.

We wish you all a successful school year.

If you have any questions or comments, feel free to call us at 514-490-1235 or by e-mail at [info@traiteurmerenda.com](mailto:info@traiteurmerenda.com) . In anticipation of your order, we wish you all a wonderful school year.

## Team Merenda

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