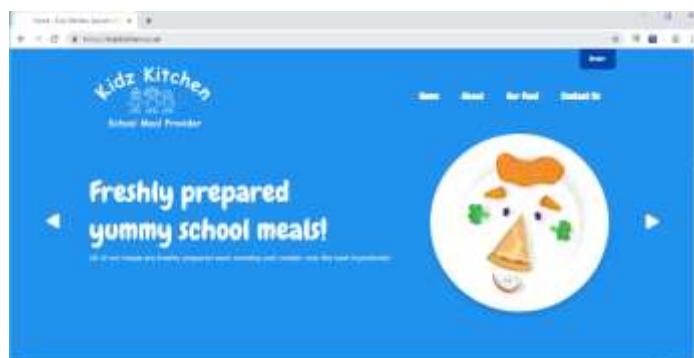


# Kidz Kitchen, online school meal ordering system:

**Step1:** Go to [www.kidzkitchen.co.uk](http://www.kidzkitchen.co.uk), select orders from the menu in the top right corner of the page.



**Step2:** For new parents, please select register and enter all of your details as prompted, for returning parents simply logon with your existing details.



**Step3:** Once registered you will be directed to your dashboard. Please add your children via the "your Children" tab, and then clicking "create child" do this for all of your children at the school. Once you have created your children they will be added under the "My Children" heading. It is very important that you select the correct option at "is your child eligible for free school meals" your school will advise if you are unsure.



**Please Note** the message area at the top of your dashboard. Here you will find important messages, regularly updated.

**Step4:** Once your children are added you will see a green box beside their name "Order Meals".

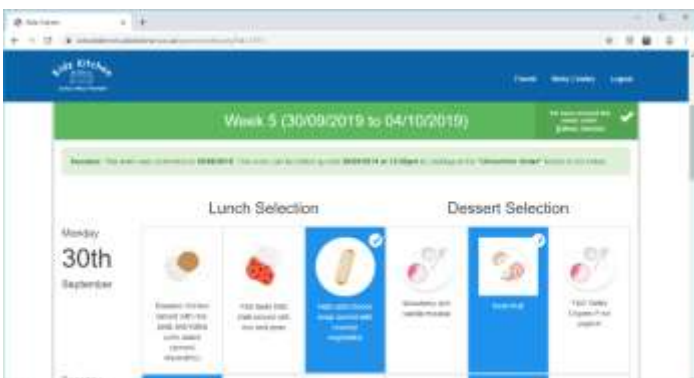
Click order meals: Select a week, select a main and dessert for the days that you require.

Your selection will be highlighted blue.

Confirm your order, your order will not be processed until confirmed.

The cut off point for ordering is 12pm (midday) Thursday for the following week.

You may select and order more than one week at a time, you are able to edit your selections up to 12pm (midday) on the Thursday prior to the week required.



Once a week has been confirmed the week will be highlighted green (confirmed) instead of orange (un-confirmed)

**Very Important** – Please ensure you add [info@kidzkitchen.co.uk](mailto:info@kidzkitchen.co.uk) and [donotreply@schooldinners.kidzkitchen.co.uk](mailto:donotreply@schooldinners.kidzkitchen.co.uk) to your emails safe senders list, as you will receive email confirmations, reminders and important information from these email addresses.