

## École Margaret Jenkins School

### ORDERING YOUR SUPPLY KITS THROUGH MONK OFFICE FOR THE 2016/2017 SCHOOL YEAR

STEP 1: Go to: <https://bts.monk.ca>

STEP 2: Click on “Buy School Supplies”

STEP 3: Enter in your Margaret Jenkins PAC Code **330CB3**

STEP 4: Select your child’s grade from the drop down menu and enter his/her name

STEP 5: Click “Add to Cart”

#### IMPORTANT INFORMATION:

- Once you’ve added your child’s kit to your cart THEN the “Optional Items” will become available for you to add what you need.
- Choose the Bulk Delivery to School to ensure your child’s kit gets sent to the school.
- If you add “Additional Items” which is different than “Optional Items” you will be offered delivery to a Monk store or to your home only.
- If you miss the July 15<sup>th</sup> online ordering deadline, you can still order your kit – but your delivery options change to delivery to a Monk store or to your home only.
- You are able to go into any Monk store and place your order through there, as well. There are kiosks available for you to use OR you can let a Monk Team Member know which school your child/children attend and they will pick the kit(s) for you.
- You may contact Caitlin McKenzie with any questions and she’ll be happy to help you. Her contact info: [cmckenzie@monk.ca](mailto:cmckenzie@monk.ca) .