

SCHOOL SUPPLY ORDERING INSTRUCTIONS FOR BAYSIDE

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

STEP 2: Click on “Buy School Supplies”

STEP 3: Enter in your Bayside PAC Code **245G50**

STEP 4: Select your child’s grade from the drop down menu and enter his/her name (*Please note that Gr. 7 French Immersion classes have a separate list than Gr. 7 English classes)

STEP 5: Click “Add to Cart”

There are many benefits to ordering your school supplies online from Monk Office:

- It’s quick and simple!
- 10% of all online orders placed will be donated back to Bayside PAC.
- You can order online and still pay with cash or cheque.
- If you have more than one child at the school you may add both grade kits to your cart
- You may choose to have your kit delivered to the nearest Monk Office Retail location (for free!) for pickup or delivered straight to your home (for a small flat rate).
- Even if you miss the deadline for online orders for delivery to the school – you can still order online but your options become to deliver to a store or your home only.
- You are supporting local businesses.
- There is a dedicated Monk Team Member to help with PAC and Back to School needs! You can contact Caitlin McKenzie at PACorders@monk.ca with any questions or concerns about the website or your order(s).