

K-8 Lunch Policies and Procedures

Freshly made hot lunch meals can be purchased via the ParentsWeb portal for \$6.50 each.

PLEASE USE A DESKTOP OR LAPTOP COMPUTER WHEN PLACING YOUR LUNCH ORDER AS MANY MOBILE PHONE BROWSERS ARE NOT SUPPORTED IN THE LUNCH SYSTEM

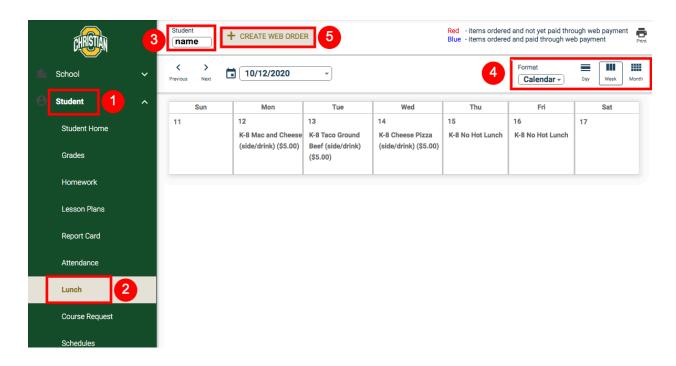
- To ensure a correct meal count for our staff, please make your purchase by midnight before your child will need lunch.
- Emergency lunches can be purchased for the price of \$7.00.
- When paying via ParentWeb, please note that there are no transaction fees if paid from a checking account. Families can pay with Debit/Credit card; however, a 2.85% fee will apply.
- Cash required for A' la carte purchases.

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Ordering Instructions

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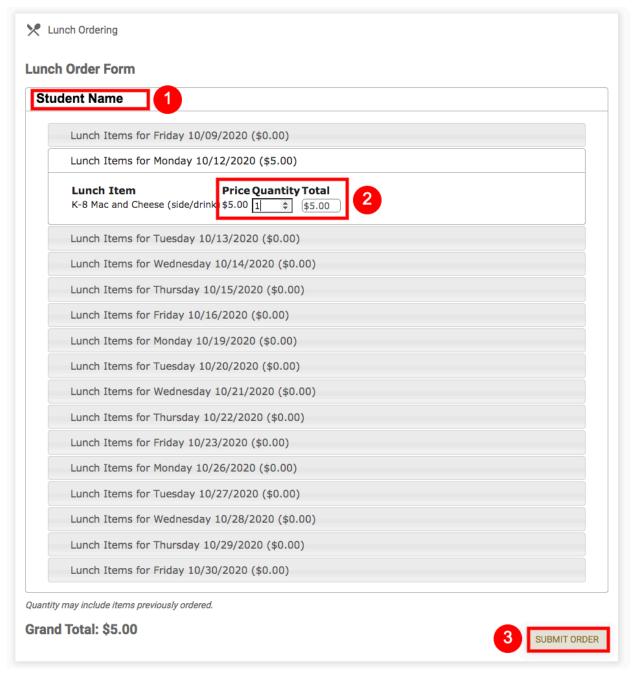
Once you have set up a ParentsWeb account, log in and on the left side of your screen:



- 1. On the left navigation bar, click on the "Student" link.
- 2. Click on the "Lunch" link from the left navigation bar.
- 3. Once the lunch calendar page opens, select your student's name that you would like to order for in the drop-down menu.
- 4. If you click on the drop-down of "Time Frame," you can see the menu for a week or month.
- 5. Click on "Create Web Order"

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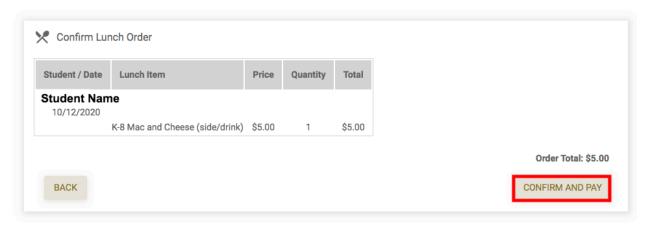
To Process Your Order:



- 1. Make sure you are ordering for the correct student (if you have more than one child)
- 2. Note quantity and once you have ordered what you would like
- 3. Click "Submit Order"

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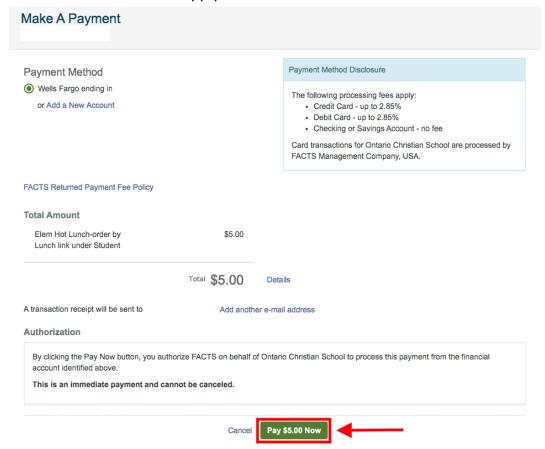
Make a Payment Step One:



Next, click "Confirm and Pay"

Make a Payment Step Two:

The system will then ask you to select a payment method. If you do not have a payment method on file, please create one. Note: No transaction fee if paid from a checking account. A 2.85% fee will apply to Debit/Credit cards.



Press Pay Now to pay for your order. Note: if you do not receive a confirmation via e-mail, your order was not successful.

Important Reminders:

- Your lunch items will turn BLUE on the lunch calendar page when payment has been successfully ordered. They will turn RED if the payment was unsuccessful.
- All orders must be placed on ParentsWeb no later than midnight the night BEFORE the day you would like a particular lunch.
- Refunds are only provided if your child is absent. We require that you notify us of your child's absence and illness before 9:00 a.m. to receive this refund. Absence is the only qualifying condition for a refund.
- Please be careful of classroom field trips and parties to avoid purchasing hot lunch on a date of a field trip or classroom party.