

## LUNCH PROGRAM POLICIES

- MENUS WILL OPEN FOR ORDERING TOWARD THE MIDDLE OF EACH MONTH. A NOTICE WILL BE SENT TO PARENTS.
- DEADLINE TO ORDER WILL BE ESTABLISHED AND STRICTLY ENFORCED
- LUNCH ORDERS WILL REFLECT AN ENTIRE MONTH, ORDERS MUST BE PAID BEFORE THE DEADLINE. FAILING TO COMPLETE THE PAYMENT PROCESS WILL RESULT IN LUNCH ORDERS NOT PROCESSING.
- WITH THE EXCEPTION OF CALAMITY DAYS OR ANY UNFORESEEN CIRCUMSTANCE, CREDITS NOR REIMBURSEMENTS WILL BE APPLIED TO PARENT ACCOUNTS ONCE THE ORDERING DEADLINE HAS PASSED
- PARENTS WILL NEED TO CHECK THEIR SCHEDULES AND CALENDARS TO AVOID ORDERING LUNCH SHOULD THEIR CHILD BE OUT OF POCKET ON A PARTICULAR DATE
- PARENTS WILL RECEIVE NOTICE FROM TEACHERS SHOULD THERE BE A CONFLICTING CLASSROOM SCHEDULE THAT AFFECTS LUNCH SERVICE
- A PRE-FUNDED SNACK CART MUST BE SET-UP FOR PARENTS ALLOWING SNACKS FOR THEIR CHILDREN,

**FOR MATTERS OF BILLING, PAYMENT, CREDITS OR REIMBURSEMENTS, PLEASE CONTACT BETH SHAHEEN**

**FOR ANY OTHER ISSUES REGARDING MENU ITEMS, LUNCH ORDERING AND SERVICE, PLEASE CONTACT CHEF FRANK ESPOSITO**

## LUNCH ORDERING INSTRUCTIONS

- LOG INTO PARENTSWEB
- CLICK ON STUDENT INFORMATION
- CLICK LUNCH
- CLICK CREATE WEB ORDER
- THE LUNCH ORDER FORM DISPLAYS LISTING EACH STUDENT IN THE FAMILY
- CLICK ON THE STUDENT NAME
- THE LUNCH ORDER FORM EXPANDS LISTING THE DATES AN ORDER CAN BE PLACED
- CLICK ON THE MONTH OPTION THEN ORDER FOR THE ENTIRE MONTH
- CLICK ON THE DATE TO PLACE YOUR ORDER THE LUNCH ITEM LIST WILL EXPAND
- TYPE IN THE NUMBER OF ITEMS TO ORDER FOR THE STUDENT IN THE QUANTITY COLUMN  
SELECTED MEALS WILL APPEAR IN **RED**. ONCE ORDERS ARE PAID FOR THEY WILL TURN **BLUE**
- CHECK YOUR LUNCH CALENDAR TO VERIFY THAT YOUR ORDERS ARE REFLECTED IN BLUE

**FOR THOSE ORDERING THE LARGER LUNCH OPTION, DO NOT CLICK ON THE LUNCH OPTION AT \$3.85 OR YOU WILL BE CHARGED FOR BOTH. THE TOTAL COLUMN DISPLAYS THE COST**

- REPEAT FOR ALL DATES AND ALL STUDENTS. YOUR GRAND TOTAL WILL BE LISTED AT THE BOTTOM
- CLICK SUBMIT ORDER
- ONCE YOU HAVE SUBMITTED YOUR ORDER CLICK ON THE PAY NOW OPTION AT THE BOTTOM OF THE PAGE. LUNCHES NOT PAID FOR WILL NOT PROCESS

PLEASE NOTE: Do not pay for lunches in the Family Accounting section, this will not submit your lunch order. You must use the PAY NOW option at the bottom of the lunch order screen.

## SNACK CART

FOR YOUR CHILD TO PURCHASE SNACKS YOUR ACCOUNT WILL NEED TO BE PRE-FUNDED. ONCE YOUR ACCOUNT HAS FUNDS AVAILABLE, YOUR CHILD CAN PURCHASE SNACKS AT RANDOM ON A DAILY BASIS.

OUR SNACKS INCLUDE HEALTHIER CHIP OPTIONS, FRESH FRUIT JUICE, ORGANIC HARD BOILED EGGS, BOTTLED WATER AND MILK.

ONCE YOUR CHILD CHOOSES A SNACK A CHARGE WILL APPLIED TOWARDS YOUR ACCOUNT.

PLEASE FOLLOW THE INSTRUCTIONS BELOW TO PRE-FUND YOUR ACCOUNT FOR SNACK PURCHASES

1) Parent Logs into Parentsweb

2) Click on FACTS

3) It will display parents FACTS accounts on this screen then click 'Add Funds'

From there it will take parents to FACTS where they will type in their amount and process the payment.