



## **HOT LUNCH PROGRAM ORDERING INSTRUCTIONS - 2011-2012 PLEASE SAVE**

HELLO FROM THE ST. JOSEPH SCHOOL CAFETERIA! Important Lunch Notes:

- Cafeteria hot lunches will be served on full school days, August 29, 2011 through May 31, 2012 for Kindergarten through 8<sup>th</sup> grade.
- Ordering on-line is the preferred method. Ordering instructions are below.
- The ordering period is the 1<sup>st</sup> to the 10<sup>th</sup> of every month, for the next month's order. See the school calendar for specific dates.
- Lunches served by the cafeteria staff, Monday through Thursday, consist of an entrée, fresh or frozen vegetables, fresh or canned fruit and milk (white, 2% or skim or chocolate).
- Fridays are pizza days. This fun lunch is served by the 8<sup>th</sup> grade families and supports their fundraising efforts toward the Washington, D.C. trip.
- The price per lunch per day is \$3.50. An additional serving of the main entrée is available for \$1.75 for those students ordering a lunch.
- If your child forgets to bring a lunch, they can receive a hot lunch on an IOU basis which will be added to your lunch account balance and paid with the next order.
- Milk is available daily for all students for .50 per carton or by bringing in a pre-paid milk ticket. No IOU's will be allowed for milk. Milk tickets may be purchased in the office. Tickets will be sent home using backpack mail via the oldest student after payment is received.
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may purchase a-la-carte items on a daily basis beginning Sept. 6, 2011.
- Credits for lunches will only be issued for emergency closures and spontaneous field trips. No credit or refund will be issued for days a child is absent.
- The State of Michigan has a free and reduced lunch program applicable to some families; information about this is included in the August packet. Please contact Mrs. Lund with questions at [alund@stjosephlakeorion.org](mailto:alund@stjosephlakeorion.org).

### **ON-LINE ORDERING INSTRUCTIONS**

Our on-line ordering system is with Lunch Works. Please note that the ID and password assigned to your family will be used all year for ordering hot lunch. PASSWORDS FROM LAST YEAR have been reset to "temp". Please save these instructions, your ID and password for all ordering periods. Please contact Mary Ellen Marion at [mmarion@stjosephlakeorion.org](mailto:mmarion@stjosephlakeorion.org) if you need assistance or would like a paper order form.

### **LOGGING IN:**

- Access [www.stjosephlakeorion.org](http://www.stjosephlakeorion.org). Quick Links, Lunches. Proceed to step 3.
- OR access directly [www.OrderHotLunch.com/MI/StJoseph/](http://www.OrderHotLunch.com/MI/StJoseph/). Proceed to step #3
- Enter User Id: Father last name and father's first initial. John Smith would be smithj
- Enter password of temp. Last year passwords have been reset to temp. Click Login.

**ORDERING:** You must proceed through all steps for your lunch order to be completed.

### **LUNCH:**

- In the Lunch section of the directory, click the Order Form link. The order form for your first child will appear.
- Select the desired items for that child for each day
- Click the "Click here to save the orders for this child" button
- Select the next student from the list above and repeat this process for each child

### **MILK TICKETS:**

- Milk tickets can be ordered and purchased through the school office only.

### **CHECK OUT:**

- After all orders are placed, Check Out screen will show total and payment amount.
- Click Pay now, add check # in reference box.
- Click Submit. A confirmation and account summary will appear for your records. If there is an error message, check the information entered and resubmit.
- You must go through the check out process to complete your order. If you ordered Milk Tickets you must Check Out twice. One time for Hot Lunch and one time for Milk Tickets.

### **STATEMENT:**

- When order is complete, In the Past Activity section of the directory, click the Statements link
- You can look at the statement in summary mode or click on the + icons to see detail.
- You can access and print past statement by using the list near the top of the screen
- Send check payable to St. Joseph School, in envelope, addressed "Lunch", by the 11st of each month ordering.

### **CONFIRMED ORDERS:**

- In the Past Activity section of the directory, click the Confirmed Orders link
- Select a child and the month to view. This shows a calendar of orders for your copy.
- Print a copy for your records.

### **LOG OUT:**

- You are done! You can login any time to view your statements, but you will only be able to place orders from the 1<sup>st</sup> -10<sup>th</sup> of each month for the next month orders.