

August 2019

Dear Parents,

As you are enjoying the final days of summer vacation, the cafeteria staff is busy gearing up for the new school year. We will continue to utilize My School Account (www.myschoolaccount.com) for processing lunch preorders. Returning students already have their accounts set up from last year. Account balances will carry over from year to year. New students will be receiving a separate letter that will include their unique student ID number and instructions on setting up their accounts. If you have any questions regarding the lunch program, including set up and preorder procedures, please contact **Christine Mahoney at mc2mahoney@yahoo.com**.

A student lunch is \$3.80 and includes 1 entrée, all side dishes listed on the published menu, and milk. Additional servings of an entrée are available to preorder as well. Prices may vary. Bottled water is available for \$.50 and Naked Smoothies are available for \$1.80. Grades 5-8 also have the option of purchasing a variety of snacks which include chips, fruit snacks, cookies, Rice Krispy Treats, and Pop Tarts. Snack and beverage items will be charged to the student's account at the Point of Sale (POS) if your child wishes to purchase something.

Parents are instrumental to the lunch program. Our lunch program at St. Joan of Arc is self-sustaining. The cafeteria staff makes every effort to minimize waste while providing your children with delicious and nutritious lunches. Our lunch periods are also very brief. Preordering lunches for your students (and extra entrees if you have a consistently big eater) helps the cafeteria staff ensure every child gets something to eat, and also helps the line move efficiently so the children have the most time possible to enjoy their lunch. Parents are encouraged to review their student's purchases online through My School Account.

A special note to parents of younger students: We always make a little extra food just in case someone didn't preorder or perhaps forgot their lunch box, but we aim to have very little overage/waste. On days when we have LOTS of students without preorders, we may need to ask them to wait until we get all the orders through first to be sure we have enough for everyone. Being asked to step aside and wait to go through the line can be very upsetting for younger children. Preordering helps avoid this scenario for your child.

A special note to parents of 5th graders: This is the first year your child will be permitted to buy snacks from the snack cart. Please be sure your child knows your expectations regarding this privilege.

We look forward to another year of delicious lunches! Feel free to contact me at mc2mahoney@yahoo.com with any questions or concerns regarding the lunch program.

Warm Regards,

Christine Mahoney

How to Preorder Lunches

1. Login to your account at www.myschoolaccount.com
2. Using the mini calendar on the left, click on the start and end dates for the date range you would like to order meals. You can preorder for as many days as you wish, once the menu has been posted online. If you need to change a date, click the date on the mini calendar a second time to deselect it.
3. The menu will be displayed for the student listed in the "SELECT STUDENT" drop down menu. Choose the name of the student for whom you are ordering.
4. Select the menu items to be purchased by clicking the round, green "+" button to the right of each item. If applicable repeat steps 3 and 4 to order for multiple students.
5. Once you are finished making selections for all your students, click the "Proceed to Checkout" button.
6. REVIEW the entire order for accuracy and remove unwanted items. After verifying order, click the "Proceed" button to bring up the checkout screen. You will now be able to see a summary of your order and the associated costs. The students' projected balance (or final balance) is derived from subtracting the total amount of the preorder purchase, student by student, from that student's current balance.
7. If a payment is not necessary, click the "ORDER NOW" button on the confirmation window that will appear after the checkout cart page. Otherwise, the payment process will automatically begin prior to receiving this final confirmation window.

Please take full advantage of this system by making deposits into your child's account on a weekly, monthly or even an annual basis, keeping in mind that there is a \$2.00 transaction fee each time you deposit money. Transferring money between siblings is free of charge.

FAQ's

Why is it so important to preorder my child's meals?

Many reasons! The cafeteria manager uses the preorder numbers to prepare the daily meals. If your child does not have a preorder, they may be asked to stand to the side and wait until the end of the line. This procedure has been adopted so that those who have preordered are ensured their desired meal, and to keep the line moving as fast as possible. Without preorders, the line slows down to a crawl and does not leave much time for eating.

Is there a cut-off time for pre-ordering?

Yes! Orders must be placed by 11:59 p.m. the night prior to the serving date.

What if I forget to pre-order (or realize I don't have food in the house that morning)?

No worries! Send a note in with your child with their specific order. We'll be sure to include your child in the preorders.

What if I had issues with the website, forget to preorder and/or forget to send a note?

We will do our best to accommodate your child. You will still be financially responsible for the items purchased, but your child will get something to eat.

What if I make a mistake in the ordering process?

Adjustments are made at the Administrative level. Send a note in with your child or contact Christine Mahoney at mc2mahoney@yahoo.com.

What is included in a lunch, and how much does it cost?

Monthly menus are posted on the school website at www.stjoanofarc.org. A student lunch costs \$3.80 and includes one entrée and all the sides listed on the menu, plus one milk. Second serving entrees can be purchased a la carte if your child is a big eater. Please preorder.

Can my child just purchase a beverage?

Yes! Many children pack lunches but buy milk, water, smoothies or juice. These items do not need to be preordered.

Why can't my child buy snacks?

We have found that elementary children abandon their lunches and all want snacks as soon as one child purchases a snack from the snack cart. Therefore, in an attempt to encourage good eating habits, we limit the sale of snacks to grades 5 through 8. We will, however, sell fruits, vegetables and beverages to the elementary students if they have finished their lunches and are still hungry.

What if I preordered a lunch for my child and he/she is absent from school on the serving date?

No worries! Your account gets credited for the order, usually that same day. If you ever feel there is an issue with your account, please contact Christine Mahoney at mc2mahoney@yahoo.com.