



## Purchase School Lunches Online

*Ordering lunches has never been easier!*

**ST ANNA SCHOOL** has partnered with [orderlunches.com](http://orderlunches.com) to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

**Registration and Ordering starts on:** August 14, 2017

Lunch is \$3.00 (additional milk is \$.50)

### GET STARTED

#### New Parents

1. **Go To:** [www.orderlunches.com](http://www.orderlunches.com) - (please bookmark this page)
2. **Click on Register:** Password is: **SAS283**, add account, profile(s) information
3. **Sign In** - Welcome page displays with Program Info (Order Schedule, Rules etc.)
4. Click Order at Top of Navigation Bar & go to: August
5. Click the Order link on the calendar to begin –First Date is: 28<sup>th</sup>
6. Check out & pay – Please be sure to complete the check-out process. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.

#### Returning Parents

1. **Go To:** [www.orderlunches.com](http://www.orderlunches.com) - (please bookmark this page)
2. Sign In with your username & password
3. Choose student that needs location, add their grade for the new school year & click “update profile”
4. If a student has graduated, select their name & click “remove profile”
5. Once all profiles are updated – Click on the Order link to begin ordering.

### QUESTIONS

**FOOD or POLICY (Missed/Late Orders, Credits, and Changes/Cancellations):** email [ewalsh@stannaleom.org](mailto:ewalsh@stannaleom.org) or call 978-534-4770 and they'll get back to you right away.

**TECHNICAL SUPPORT (help navigating the site):** email [support@orderlunches.com](mailto:support@orderlunches.com).



**PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover.

**Be sure to proceed to checkout** and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- **Changes or additional orders:** You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

**MINIMUM ORDER FEE:** A \$1.00 fee will be charged for orders under \$10.00 – for new and changed orders.

**PROCESSING FEE:** A nominal processing fee is charged so that we can offer our lunch program online.

**FORGOTTEN LUNCHES:** If a student forgets their lunch, they will be able to order a lunch at school. Mrs. Walsh will charge your account and you will be able to pay for it the next time you order lunch.

**CREDITS:** Mrs. Walsh will issue credits for absent students each week. Credits for snow days will be done the week following the snow day.

*Thank you for participating in our school lunch program!*