MONTHLY LUNCH ORDER POLICY AND INFORMATION

- Lunch must be ordered for your student a month at a time, online.

- You will receive both an email and text with a link once the window is open to order lunch for the following month. To order lunch, you must first have set up a lunch account (go to www.schoolcafe.org, click the “Online Payment” link, then click “Sign Up Today” and follow on-screen instructions).

- Once the email and text containing the link has been sent out with next month’s lunch calendar, you will have approximately one week to make selections for the entire next month. To make your selections:
  - Click the link that SPN will send by text and email.
  - Click on the name of the upcoming month’s lunch form (i.e. August Lunch Form).
  - Fill out the form completely. Please be sure to put both your child’s first name and last name, as well as homeroom. If you have multiple students at SPN, each student needs a separate form.
  - Put a check mark in front of each day that your student will eat school lunch.
  - If you want to print the lunch calendar, do so BEFORE pressing “Submit”.
  - Press “Submit” once you have completed the form.

- Once an order is placed, you are not able to add to it.

- If your student will be absent on a day that he/she was scheduled to eat school lunch, please call school before 8:45 AM to cancel the order for the day; if you do not contact school by 8:45 AM, you will be charged for lunch that day.

- A reminder text will be sent out the day the form is due. No late orders can be accepted. If you do not fill out and submit a lunch form for your student, your student will not be able to eat school lunch for that month.

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Please sign below acknowledging that you understand SPN’s “Monthly Lunch Order Policy”. Return by Monday, August 26, 2019.

Student name:_________________________________________________________ HR:_______________

Parent signature:____________________________________________________________________________