

Online Lunch Form Ordering Instructions

Lunch orders are placed online on a 4-6 week basis. You will receive an email notification that the ordering menu is open for ordering. The system will stay open for approximately 7 days - during which time you will need to log in and place your order if desired. **Please note there is a \$10 fee for any orders placed after the end of each ordering period.**

HOW TO LOG IN AND PLACE AN ORDER

- Go to www.orgsonline.com, our lunch ordering system.
- For new students or families that have never used the online system before please choose “Create New Account” and follow the step-by-step directions. Our School Code is **19slakenc.**
- For existing students, once you are on www.orgsonline.com enter your email address and password then hit “Submit” to enter the system. Your email and password will be the same as previous years.
- Once you have logged in, select the Lunch module by clicking on the link “Click Here to Access the Lunch System” which appears in the middle of your Dashboard Screen.
- On the Lunch Accounts Home Page on the left side of the screen are all the options regarding your students Lunch Account: View Amount Due, View Orders, View Payments, Place Lunch Order, etc.
- Please remember to add any NEW STUDENTS prior to placing an order.
- You will see a Message Board where important information regarding lunches/field trips/etc. will be posted. Please take a moment and read the Message Board prior to ordering.
- You need to place a separate order for each child. Once the online system is Open for Ordering, select “Place Order” and then make your selections. Remember each entrée comes with a drink (water, milk and chocolate milk - so don't forget to choose your drink). When you are finished ordering, review and confirm. You must process each order through until you see the order confirmation page. The system does not record an order until you see the confirmation page. For each child's order placed, you will receive an email confirmation. You may make changes to your order up until the system closes as needed.
- You will have the ability to make an online payment to make it easier and more convenient for you. You will have this online payment ability by sending an electronic check through our 3rd party payment vendor (credit cards are not available). Select the “Pay now” option after you have confirmed your orders and enter your account information and the total amount due. This is a one-time payment for each ordering period and though your account information will be saved, it is not an auto-draft system. Each ordering period, you will be required to initiate the “Pay now” option to submit your amount due for that period. You will be charged a \$1.25 convenience fee if you choose to pay online.
- If you prefer to send in a check, please make it payable to SLCA and include your child's/children's names, grades, and the word “Lunch” on the memo line. New requirements pertaining to our ordering process require payment MUST be submitted to the office within 10 days of placing your order.

Please contact us with any questions at slcalunch@gmail.com or (704) 949-2332.

Lunch Coordinators:

Jennifer Capps – Lead Coordinator - (704) 701-4398

Lisa Gilmore – Assistant Coordinator - (704) 682-1642

Lynn Van Amburgh – Lower School Lunch Coordinator – (704) 668-7991

SLCA Lunchroom News 2016-2017

The lunch program will begin on Friday, August 12th. **All students must pack a lunch on the first 3 days of school.** Drinks and snacks will be available for sale on the first day of school.

PRICES: Lunches (drink included) will start at **\$5.00** per meal if ordered online. Forgotten lunches are billed at a cost of \$6.00. Ice creams, drinks and snacks may be purchased with cash or credit. You may order Ice Cream/Snack Credits through the online lunch program in increments of \$9.00, \$18.00 and \$27.00. The Ice Cream/Snack Credits can be found by looking on the menu at the first day of the month on the online lunch order form. A credit book is then maintained in the Lunchroom that tracks how many credits your child uses on a daily basis. Please know if your child packs a lunch daily, you still have the ability to purchase Ice Cream/Snack Credits for them to use. This can be done online or you can send in a check payable to SLCA for the desired amount and list the student's name, grade and Ice Cream/Snack Credits on the remitter line. Below are the prices for these items:

Snacks (chips, crackers, trail mix, packaged cookies, etc.)	\$0.25 to \$1.00
Ice Cream (various bars, cups, sandwiches, etc.)	\$0.50 to \$0.75
White & Chocolate Milk	\$0.50
Bottled Water	\$1.00

MISSED LUNCH: We appreciate you calling in to let us know that your child will not be eating lunch due to an illness or other activities, however, due to our vendor agreements, we are not able to issue refunds for missed or cancelled lunches. If you would like to pick up the lunch ordered or send it to a sibling or friend, you must call the Lunchroom at (704) 949-2332 before 10 a.m. on that day with the details. The only time a lunch will be cancelled and a refund issued is in the event of a planned field trip or a school closing due to inclement weather.

FORGOTTEN LUNCH: If your child forgets his/her lunch, parents will be called beforehand, if time permits. If not, your child will be provided with an extra hot lunch, if available, otherwise they will be given a Lunchable and drink. Parents will be billed \$6.00 for forgotten lunches on their lunch account, with payment due at the next lunch cycle.

MONTHLY ORDERING PERIODS: Enclosed is a Calendar/Schedule for all of our Open Ordering Periods along with the days it will cover. RenWeb will post a reminder each month indicating when the lunch form will be available online to place lunch orders. An email will notify you when the system is open for ordering and will usually remain open for 7 days giving you ample time to place your order. **The August menu will open for ordering on Monday, July 25th, and will close at midnight on Monday, August 1st.** If you used the online system last year, your email login and password is still the same. If you have problems remembering your password, you may request a new password in the login screen. Your child's grade and/or teacher will be updated by the administration. Please update other account information if anything has changed (email address, bank account, phone number, etc.). **Please note there is a \$10 fee for any orders placed after the end of each ordering period.**

- **New families:** If you are a new family to SLCA, you will need to go to www.orgsonline.com and follow the directions to "Create New Account" and follow the step-by-step directions.
- Our school code is **19slakenc**
- To place an order, please see our **Online Lunch Form Ordering Instructions** enclosed with this packet.

PARENT VOLUNTEERS: We need you! In order to continue being successful in providing lunches for our children, we are asking for volunteers to help distribute lunches in the Lower School for grades TK-5th (we need 3 volunteers daily from 10:20 to 12:20) and in Hampton Hall for grades 6th-12th (we need 5 volunteers daily from 10:30 to 12:30). If you are interested in helping, please email the lunch coordinators at slcalunch@gmail.com. Be sure to indicate in which grades you would like to volunteer. Our success is because of you, and we cannot continue this program without your help. Volunteering in the lunchroom is a great way to stay connected at SLCA and gives you the opportunity to get to know our students and meet other parents.

SouthLake Christian Academy 2016/2017 Hot Lunch Calendar

Ordering Period	Menu Start Date	Menu End Date
Mon, July 25 – Mon, August 1	Fri, August 12	Fri, September 2
Mon, August 15 – Mon, August 22	Tues, September 6	Fri, September 30
Mon, September 19 – Mon, September 26	Mon, October 10	Tues, November 22
Mon, November 7 – Mon, November 14	Mon, November 28	Thurs, December 15
Mon, December 5 – Mon, December 12	Tues, January 3	Fri, January 27
Mon, January 9 – Tues, January 17	Mon, January 30	Fri, February 24
Mon, February 6 – Mon, February 13	Mon, February 27	Fri, March 31
Mon, March 6 – Mon, March 13	Mon, April 3	Fri, May 19

Please Note: There is a \$10 fee for any orders placed after the end of each ordering period.

You will receive an email reminder for each ordering period including any date changes, and signs will be placed along the carpool lines.

Please forward any questions to slcalunch@gmail.com or (704) 949-2332.

Dates are subject to change