



ST. FRANCIS DE SALES LUNCH PROGRAM

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Welcome to the cafeteria!

WHAT DOES LUNCH CONSIST OF?

- The full lunch consists of the entrée of the day, vegetable, fruit or yogurt, and milk.
- In the event of a food allergy, please see the cafeteria staff and a substitution will be made.
- Due to time restraints, the entrée will be served as listed on the menu, no variations will be available.
- See the school website (www.stfrancisdesales.net) for the monthly menu and a-la-carte menu.

2017-2018 FULL LUNCH PRICING

- Pre-K and Kindergarten - \$3.50
- 1st and 2nd Grade - \$4.00
- 3rd thru 8th Grade - \$4.50
- Please see a-la-carte menu on website for current pricing.

LUNCH TIMES

- 1ST Shift – 12:40 p.m.-1:05 p.m. – Grades - K, 1st, 4th, and 5th.
- 2nd Shift – 1:07 p.m.-1:32 p.m. – Grades – 2nd, 3rd, 6th, 7th, 8th.

PROCEDURES

- Students will enter the cafeteria kitchen area and check in at the register to verify that there are funds on their account. Please see page 2 about how to fund your student's lunch account.
- The students will then proceed to the full lunch area first, followed by the a-la-carte area. Finally, the students will exit past the register and out to the cafeteria seating area.
- An email will be sent every Friday for all accounts, showing the account balance at the end of the week.
- If the account balance is in parentheses (), this means that the account is overdrawn and the balance is due. Please pay any balance due immediately to ensure that your student can purchase items the following week.

VOLUNTEERS NEEDED!!!!!!

- Please consider volunteering in the cafeteria – as little as 45 minutes of your time during the serving portion of the lunch shift will greatly help our students move through the lunch line in a timely manner. If you have more time available, we can always use help setting up and cleaning up. Grandparents are always welcome as well! Please see the volunteer link on the school website to help us out – our students will appreciate it and you'll earn valuable volunteer hours!

LUNCH PROGRAM CONTACT INFORMATION

- Please contact us anytime if you have any questions – we look forward to a wonderful school year!
- Doreen Howard**, Food Services Bookkeeper - dhoward@visitstfrancis.org
Linda DePietro, Food Services Director – ldepietro@sfdscs.org

HOW TO FUND YOUR LUNCH ACCOUNT

*-Regardless of how you want to fund your account, every parent is encouraged to set up an online account through “My School Account” – this will give you the ability to see your payments (even if they are cash or check) and to view your student’s purchases over a 30 day period. You can also sign up for an email alert when your account gets to a certain amount.

-Funds can be put on a student’s account in 3 different ways:

1. Online – you will need your student’s Lunch ID number. Every student is automatically assigned a lunch number. If you need a reminder of the number, email Doreen Howard at dhoward@visitstfrancis.org. Please see below for directions on how to set up an online account.
2. Check - made payable to “St. Francis de Sales” – please send in an envelope marked with your student’s name and “Lunch Program” (1 check can be sent for a family – please indicate how much to put on each student’s account).
3. Cash – please send in an envelope marked with your student’s name and “Lunch Program”.

DIRECTIONS TO SET UP AN ONLINE LUNCH ACCOUNT

1. Go to www.myschoolaccount.com.
2. Click “Create Account” on the top menu bar.
3. Fill in the required information on the “Parent Account Sign-Up” page.
4. Choose St. Francis de Sales from the “School District” drop down menu.
5. Create a User ID and Password.
6. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.”

After you receive the “verification code” you may begin to add your children’s information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the “verification code” to verify your account and email address.
3. Begin adding your children’s information according to the guidelines provided. You will need each of your student’s Lunch ID numbers. If you need a reminder of their ID numbers, please email dhoward@visitstfrancis.org.
4. After the students are added you will be able to view the lunch account activity and make payments from your bank account to the students lunch accounts. There is a \$2 fee for each deposit.
5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example: 3 students, \$10.00 payment to each student, total charge would be \$32.00 (which includes one \$2 surcharge).

Notes:

- A parent account can be linked to many children, but a child can only be linked to one parent.
- Student accounts are permitted to **only** be used by that particular student and students may not purchase items for other students. The only exception to this policy would include the authorized use by a sibling.
- Each student’s account will be updated daily so that account balance information and payments will be current as of the following day.
- Any money that is not spent by the end of the school year will be available for the following school year. **No refunds will be given of leftover funds.**