

Lunch Ordering Instructions

Hi, my name is Ingrid Willames and I am in charge of the hot lunch program at Parkview Christian Academy. Ordering lunch for the first time can be tricky if you aren't used to the system, and these instructions will be a helpful tool to walk you through everything! As always, if you have any questions or concerns, please don't hesitate to email me at iwillames@parkviewchristian.net. I am happy to help however I can!

Looking forward to a great year!

Happy eating,
Ingrid

Computer Instructions:

- Log in to ParentsWeb
- In the left hand column, find “Student”, and click the drop-down menu
- Click “Lunch”
- A calendar will show up. Above the calendar, click “+ CREATE WEB ORDER” (You do not need to choose a particular student before clicking this, unless you are ordering for just one student)
- (Note: If you are ordering for multiple children, it may be easier to click “Collapsible” next to the Display Options to avoid excessive scrolling)
- Enter the quantity of “1” next to each item you want to order.
- *****FOR GLUTEN-FREE MEALS, YOU MUST CHOOSE THE GLUTEN-FREE OPTION ALONG WITH THE MEAL CHOICE, OR YOUR CHILD WILL NOT RECEIVE A GLUTEN-FREE MEAL*****
- Scroll all the way to the bottom of the page and click “Order Items”
- Make sure everything looks correct. Choose payment option (bank account **or** credit/debit card)
- **NOTE: Make sure third-party cookies are enabled, or your payment will not go through**
- Click “Submit”
- You should receive a confirmation email if your payment went through.
- In order to make sure that lunch is ordered and confirmed paid, the lunch will show up in **blue** on the lunch calendar. If it shows up as **red**, it has been ordered but not paid for. If it shows up as **black**, it has not been ordered **nor** paid for.

RenWeb App Ordering Instructions:

- Once in the RenWeb app, click “student” from the bottom menu
- Scroll down to “Lunch”
- Click the day on the calendar on which you would like to order
- Tap the items you would like to order for each child for that day
- (Click “Next” at the top right if you would like to order for subsequent days)
- Once you are finished ordering the items you would like, click “<done” at the top left (it may say “<menu” instead of “<done”)
- At the bottom, click “Pay Now”

- This will take you to the payment screen
- Make sure everything looks correct. Choose payment option (bank account **or** credit/debit card)
- Click “Submit”
- You should receive a confirmation email if your payment went through.

A few things to note:

- **Make sure you add the gluten-free option if your child is gluten-free**
- Make sure to check that you got the confirmation email so you know your child will show up on the master list for that day
- ALL LUNCHES come with a beverage. If your child is in PreK-5th, they receive milk with their lunch (although I do give older kids the option of bottled water). If your child is in 6th through 12th, they get a bottled water with their lunch.
(You may, however, purchase an additional milk for your child in PreK-5th grade, or purchase milk only if your child brings lunch from home.)
- Lunch closes down on Sunday night at 11:59 pm for the following week (for example: the week of August 19th, lunch will shut down Sunday, August 18th)
- You may order lunch for the entire semester in one transaction
Please make note of your child's field trips. I will update the lunch calendar when I get the field trip forms from the teachers, but sometimes that may be later than when you receive the information from the teacher.
- **There are no refunds for lunch**; however, the order may be applied to another day if your child was absent. Please email me ASAP to let me know of your child's absence and to coordinate the change of lunch to a different day.