

LUNCH ORDERING INSTRUCTIONS

2022-23 SCHOOL YEAR

Shelli Allred oversees the Hot Lunch program at Parkview Christian Academy. These instructions will be a helpful tool to walk you through ordering lunch if you have never ordered via the Family Portal! As always, if you have any questions or concerns, please don't hesitate to send an email.

Shelli Allred: sallred@parkviewchristian.net

Computer Instructions:

- Log in to your Family Portal
- 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.
- 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) and submit payment



Please note: RenWeb Lunch Ordering does not accept Visa

- You will 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.

Parkview App Ordering Instructions:

- Once in the Parkview app, click “Lunch” from the Home Screen
- Click “Create Web Order” on the top of the screen, next to your student’s name.
- Follow the instructions for the Family Portal lunch ordering above.

A few things to note:

- 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. ALL grades will have the option of white milk, chocolate milk, juice or water.
(You may, however, purchase an additional beverage if your child brings lunch from home for \$.75 each.)
- Lunch closes down on Wednesday at noon for the following week. There are NO exceptions and late orders will not be accepted.
- You may order lunch for the entire month in one transaction Please make note of your child's field trips. We will update the lunch calendar when we receive 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 Shelli ASAP to let her know of your child's absence and to coordinate the change of lunch to a different day.

