

Arete Preparatory Academy

Parent Service Organization Lunch Program



Ordering Instructions for New and Returning Parents

August 2017 – May 2018



orderlunches.com

Purchase School Lunches Online

Ordering lunches has never been easier!

Arete Preparatory Academy has partnered with Order Lunches to provide a secure, fast, and easy online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

Registration and Ordering starts on: *August 5, 2017*****

GET STARTED

New Parents

1. **GO TO: [HTTPS://GREATHEARTS.ORDERLUNCHES.COM](https://GREATHEARTS.ORDERLUNCHES.COM) - (please bookmark this page)**
2. **Click on Register:** Password is: **AreteLunch5**
3. **Student Profile:** While registering you will be asked to create a student(s) profile. On the profile page (3rd page in registering) there is a drop down for **LOCATION**. Your student's location is their Grade/Section. For example, if your student's Grade/Section is 6C, you will highlight the drop down that reads "6C/*/6C/1st Lunch Session". Your student should know their Grade/Section. Sections were first assigned at Open House on Aug. 5th. Create a profile for each of your students. ***If your student's section changes within the year you must come back and update the profile.
4. **Sign In** - Welcome page displays the Program Info (Order Schedule, Rules etc.)
5. Click Order at the top of Nav Bar & go to: The month in which you would like to order.
6. Click the Order link on the calendar to begin –First Date is: **August 21, 2016**. Please note there will not be lunch service for the first two weeks of school.
7. Check out & pay – Please be sure to complete the check-out process. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.

Returning Parents

1. **GO TO: [HTTPS://GREATHEARTS.ORDERLUNCHES.COM](https://GREATHEARTS.ORDERLUNCHES.COM) - (please bookmark this page).**
2. Sign in with your username & password – do not create a new account if you forgot your password or username, just click on forgot password or forgot username.
3. Once signed in, the system will take you to your account profile where you **MUST ADD YOUR STUDENT'S CORRECT LOCATION**. If the correct location is not chosen, your student may not receive their lunch. The location is the student's grade and section. For example, if your child is in 9B then you must highlight the drop down that reads "9B/*/9B/2nd Lunch Session". Once highlighted, click update profile. Do this for each student. ***If your student changes sections within the school year, please remember to update the profile.
4. If a student has graduated, select their name & click "remove profile".
5. Once all profiles are updated – Click on the Order link to begin ordering. Please note there will not be lunch service the first two weeks of school.



QUESTIONS

FOOD or POLICY (Missed/Late Orders, Credits, and Changes/Cancellations): email AretePrepLunch@outlook.com and a parent volunteer will respond within one week. Due to a shortage in volunteers for the lunch program, we cannot respond as quickly as we would like. If you are interested in volunteering, please e-mail aretepreplunch@outlook.com. We not only need volunteers in the lunch room, but also volunteers on the website side of the program (a job that can mostly be done in your pj's at home).

TECHNICAL SUPPORT (help navigating the site): email support@orderlunches.com. Order Lunches is no longer supporting Internet Explorer browsers 8, 9, or 10. It is recommended to use Google Chrome, Safari, or Mozilla Fox.

PAYMENT INFORMATION The program accepts payment by Debit Card and Credit Card: Visa, MasterCard & Discover.

Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- **Changes or additional orders:** Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

******ANNUAL REGISTRATION FEE:** A \$10.00 fee is charged with your **first order only**, so that we can offer our lunch program online.

MINIMUM ORDER FEE: A \$1.00 fee will be charged for orders under \$10.00 – this applies to new and changed orders.

Rolling Lock Out: Ordering for the following week ends WEDNESDAY at midnight. If you miss one week, the remaining weeks are still available for ordering. First lock out is Wednesday, Aug. 16th at 11:59pm for the lunch week of Aug. 21st through the 25th.

Thank you for participating in our school lunch program!

The lunch program exists because of you and our parent volunteers. We welcome any additional help and donations. Contact us at AretePreplunch@outlook.com to contribute to your child's health and education.



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PREPARATORY ACADEMY
A Great Hearts Academy