



Pre-order Hot Lunch

Hot lunch will be served by Pizza West Monday-Friday this year. The cost of the lunch is \$3.50. Due to Pizza West preparing the food fresh we will be submitting advanced orders to Pizza West on Friday for the following week.

Therefore, all families will need to **pre-order lunches in advance on the website.**

No hot lunches will be taken in the classroom by the teachers or by calling Pizza West directly. All orders for the following week must be submitted by Thursday evening of the prior week.

Please follow these instructions:

1. Log on to the school portal. If you aren't sure of your user name and password please email ben.chapman@shoj.org
2. Click on the tab that says "Advanced Lunch Orders"
3. Choose the "Hot Lunch" option on all the days you wish you order hot lunch. All children in your family will be listed on that page. Please enter hot lunch separate for each child in your family. Be sure to indicate Hot Lunch as your selection as the default setting is **No Lunch**. You may order up to 30 calendar days in advance.
4. Submit Orders

Important Lunch Information

- The complete menu is posted on the website.
- Once hot lunch is ordered your account will be charged. We will reimburse your account only if your child is sick on the day that the preordered lunch is served.
- Milk will be available Monday-Friday It is included with hot lunch. If a student with cold lunch wishes to buy milk, their lunch account will be charged .30 per carton purchased.
- A biweekly account statement will be sent home in the backpack mail with the youngest child. We ask that you keep your account current. Families with a negative balance will be notified with a letter. If the balance is not paid, the student will no longer be offered hot lunch and a conference with the principal will be required.
- If a student should forget their lunch they will be offered a lunch of cheese, crackers, applesauce and a dessert for \$3.50.
- Please refrain from bringing outside fast food, drink and dessert into our lunchroom unless it is a birthday or half-birthday.