

# BREAKFAST & LUNCH PROGRAM 16-17

## PARNASSUS PREPARATORY SCHOOL

Parnassus Preparatory School does not have a kitchen on site. We have contracted catering services with Done Right Foods. Done Right Foods focuses on fresh, wholesome, made-from-scratch, nutritious food.

Pre-ordering ensures that we have enough food catered daily for students. Our lunch program offers 4 daily options: Main Hot Lunch, Alternate (non-meat) Hot Lunch, Sandwich of the Day, and Alternate (non-meat) Sandwich of the Day. Each meal includes salad, veggies, fruit, and milk and costs \$3.85. For those bringing lunch from home, milk is available for .50. Our Breakfast program offers 1 option that changes daily and the cost is \$2:10.

### ORDERING BREAKFAST AND LUNCH

A monthly lunch menu is sent to families approximately two weeks before the start of each month and also posted on the website. To participate in the program, **families must order breakfast/lunch by the due date.**

Order online at: [www.orgsonline.com](http://www.orgsonline.com)

1. **Create a new account** option that appears on the left side of the screen under the sign in box.  
*Please make sure to write down your username and password.*
2. Enter our school code which is: **327PPSMN**
3. Provide the account setup information requested and submit the information to activate your account.
4. Select **Go to Lunch**. Click on **Place Order**. You must submit a separate order for each student.
5. You **MUST** process each order through until you see the Order Confirmation page. The system will not process an order if it has not been fully submitted and confirmed.
6. You will receive an order confirmation email. **The system will not allow orders after the cut-off date.**
7. If you encounter a login problem use the **Get Help** button to request assistance.

***Important Note: Orgs Online is for ordering breakfast and lunch only. It will not show any amount due. Payments and lunch account activity is tracked in Infinite Campus.***

### PAYMENT PROCEDURES

- Meals must be prepaid. **Breakfast cost \$2.10 and lunch costs \$3.85.** You may deposit any amount in your student(s) account and check the balance in the Infinite Campus Parent Portal. Students are given a PIN # to enter when served a meal your account activity can be seen on the portal.
- You may pay:
  - Online through the parent portal on Infinite Campus (there is a \$1 transaction fee).
  - Cash in a sealed envelope labeled 'breakfast/lunch' with student's full name
  - Checks made payable to Parnassus with name of student and "breakfast/lunch" noted on memo line  
***Payments can be placed in the lock boxes near the SOG or SOL/SOR office.***

### FAQs:

#### **What if I qualify for Free/Reduced Meal Benefits?**

Applications for Meal Benefits are available after July 1<sup>st</sup> for the upcoming school year and must be submitted each year. If you qualify for free/reduced lunch, you still must order online to insure your child receives the lunch they want.

#### **What if my child forgot their lunch at home?**

If a student has not submitted a lunch order or has forgotten to bring a lunch from home, a call to a parent will be attempted. If no parent is reached, a school lunch will be provided and the cost of \$3.85 will be charged.

#### **What if I forgot to submit the order on time?**

Call Ms. Lemke as soon as possible for assistance. Please watch ordering deadlines and order on time!

#### **What if I don't have a computer?**

If you do not have access to a computer, paper order forms are available from the office.

Please feel free to call or email Ms. Lemke with lunch questions: [lemke@parnassusprep.com](mailto:lemke@parnassusprep.com)(763) 496-1416 ext. #247.