

# MEAL PROGRAM 18-19

## 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 at the costs of \$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 home in your child's Thursday folder once a month. Please see below for 18-19 school years ordering dates. Also, ordering dates are found on the Parnassus website. Please take the time to order your child's lunch during the ordering period as **once the ordering period is closed no further order will be accepted.**

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: **327PPSMN**
3. Provide the account setup information requested and submit the information to activate your account. When setting up your account please enter your email address so as to receive monthly ordering reminders.
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.**

**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**

- 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

### **FAQs:**

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

Applications for Educational 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 I forgot to order my child's lunch or lunch was forgotten at home?**

If you have missed the ordering period you will have one of two choices:

1. A bag lunch from home.
2. An alternative school lunch will be provided which consist of a cheese sandwich, salad bar, fruit and milk and the cost of \$3.85 will be charged.
3. If a home lunch was forgotten an alternative lunch can be provided.
4. Parents are welcome to drop off a lunch at the front desk for their child or stay for a visit if they wish to.

Month	Ordering opens	Ordering closes
August	7-16	8-13
September	7-16	8-27
October	9-6	9-24
November	10-4	10-22
December	11-8	11-26
January	12-6	12-24
February	1-3	1-21
March	2-7	2-18
April	3-7	3-25
May	4-11	4-22
June	4-11	5-27

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