



# Lunch Alert!

IMPORTANT CHANGES FOR THIS YEAR



We are happy to announce we're using a new program for ordering school lunch this year! A major benefit is that it enables you to pay for school lunches online with a credit card (cash & check payments can still be made at the office). It also means that parents will need to PRE-ORDER lunch for their child(ren) BEFORE 8:30 am. Multiple orders for lunches can be made ahead of time, but students will NOT be able to order in their classroom as in previous years.

- **STUDENTS WILL NOT BE ABLE TO ORDER LUNCH IN THEIR CLASSROOM.**
- **Parents will need to preorder with the LunchTime App or website BEFORE 8:30 am.**
- **Lunches can be preordered several weeks in advance.**
- **You can now pay for lunches online with a credit card, in addition to cash or check like before.**
- **If you have already preordered, but your student will be absent, please cancel your preorder BEFORE 8:30 am to avoid being charged.**

## To Set Up Your LunchTime Account:

- Visit [schoolpaymentportal.com](https://schoolpaymentportal.com) or scan the QR code below on your phone.
- The first time that you visit the website, you will need to create an account and follow the instructions.
- Once you are logged in, click the Add Student button.
- Enter the School's Zip Code, **37315**, continue, and select **Collegedale Academy**.
- Enter your student's school **ID number** (it's on your financial statement) and information for each student you wish to add to your account.

## To Preorder (or Cancel) Lunches:

- Click the **Meal Pre-Order** button and make your selections.

## To Make Payments:

- Click the button marked **Make Cafeteria Deposit**.
- Enter the Deposit Amount for each Student listed and click the Continue button.
- Follow the screen prompts to setup your payment options.
- Please note that there will be a small service fee when you make payments. (Credit Cards: 2.3% + \$1.00 per transaction)

Scan the QR code to set up your account, order lunches, and make lunch payments. Or visit [schoolpaymentportal.com](https://schoolpaymentportal.com).

