

**ST. CATHERINE OF SIENA CATHOLIC SCHOOL**  
**HOT LUNCH PROGRAM**  
**2010-2011**



We are pleased to partner with *Chef Advantage* to provide healthy, fresh, and tasty lunches for our students. Thanks to our school nurse, Mrs. Kim Naab's extensive research last spring, we are blessed to have found a food service company which will meet our expectations for quality and affordable lunches. We are also excited to have our very own Cafeteria Manager, Mrs. Lisa D'Arienzo, who has spent much time over the summer to prepare for the arrival of *Chef Advantage* at our campus.

*Chef Advantage* provides an online pre-order and payment tool. This convenient tool will enable us to discontinue our previous system of lunch tickets. Simply follow the directions on the next page on how to create your account and how to place and pay for your orders. Daily choices include: main, vegetarian, or salad entrees, OR sandwich. *Chef Advantage* serves a 100% nut-free menu.

On the first day of school, August 16, *Chef Advantage* will host a table in the gym with more information about its program and menus. Parents will also have the opportunity to speak with a *Chef Advantage* representative and taste a small sampling of their fresh baked goods.

Our hot lunch program will begin Wednesday, August 18.

Participation in our hot lunch program is optional. Families and students who choose to use our hot lunch program agree to follow these policies:

- Each day, *Chef Advantage* provides our Cafeteria Manager with a roster of students who have pre-purchased lunches and the corresponding choice of menu item; students will be given the lunch placed on their order – changes are neither possible nor permissible.
- *Chef Advantage* sets a deadline for lunch orders; orders that are placed after the deadline *may* be processed but late fees will apply.\*
- On days of absence (excused or unexcused), there is no refund, reimbursement, or credit of lunch(es) missed. Parents may be able to cancel pre-orders on-line if absence is prolonged.\*\*
- Please note that the cost for lunch does not include drinks. Milk may be ordered from *Chef Advantage* for an additional fee. Water (in cups) will be provided by our Cafeteria free of charge. Other types of drinks (non-carbonated only) can be brought from home.
- When receiving their lunches, students will obey the directions of our Cafeteria Manager.

Students who forget a lunch will continue to have the following options:

- Call a parent to ask for a lunch to be dropped off.
- Receive a lunch from our cafeteria – the lunch will consist of a sandwich prepared by our Cafeteria Manager, a whole piece of fresh fruit, and water. This lunch will cost \$3 and parents will be billed.

\* *Currently, the deadline for orders is five school days in advance. We may be able to decrease the required number of days in advance and will communicate this change if it becomes possible.*

\*\* *We are in the process of exploring the feasibility of a cancellation process. If cancellations are possible, we will communicate the procedures for cancellations.*



## ORDERING INSTRUCTIONS FOR ST. CATHERINE OF SIENA CATHOLIC SCHOOL

Go to (or access via Edline): <http://chefadvantage.h1.hotlunchonline.net/signin>

First Time Users - Click on *Create an Account*

Enter your: Login, Password (twice), Email Address, Pick Your Security Question, Answer Security Question - then Verify the Code (the two funny looking words)

Once you are signed in, your next step is to create your student or students.

Click on the *Student* tab (top left), then click on *Create a New Student*, you will be prompted to enter in your school code, which is: 721-399. Select your student's grade from the dropdown box. Enter his/her first name and last name and click Submit. Your student has been created.

For families with multiple students, repeat the above process by clicking on the *Create a New Student* option (you will be asked to re-enter the school code each time you add a new student.)

Click on the *Order* tab (top left), then click the right arrow to display the August menu. Make your selections by clicking on the Entrée name, reviewing the meal description, and then clicking *Add to Cart*. The Entrée you selected will turn green, indicating it is in your cart. You may also click *Add All Similar* to add all similar items to your cart.

There are filters included on this page that allow you to view items that are available, have been purchased, and that are in your shopping cart. Simply click on *Display Filter*, located on the left side of the screen, to access these filters.

Once you have made your selections and are happy with your order, it's time to pay. Click on the *Checkout* button in the bottom right hand corner of your screen. The next screen to appear will show you a summary of which lunches you bought for whom. When you have reviewed your order and are satisfied, click *Pay Now*. If you review your order and see a change you would like to make, click *Make Changes*. \*Do not click the "back button" - your order will not be available this way.\*

After you click *Pay Now*, you will be sent to a secure PayPal page, where you will finish your transaction by entering your credit card information or signing into PayPal.

Once your order is complete, you will receive two emails. One email will be from PayPal, confirming your charge. The other will be from Hot Lunch Online confirming your lunch order.

Once your transaction is complete, you may sign back in and look at your Payment History. Click on *History* in the upper left corner. You can select from *List View* or *Calendar View*.