Arete Preparatory Academy

Parent Service Organization

Lunch Program

New and Returning Parent's Ordering Instructions

August 2015 – May 2016

orderlunches.com

Purchase School Lunches Online

Ordering lunches has never been easier!

Arete Preparatory Academy has partnered with Orderlunches to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

Registration and Ordering starts on: ***August 10, 2015***

GET STARTED

New Parents

1. **GO TO: HTTPS://GREATHEARTS.ORDERLUNCHES.COM - (please bookmark this page)**
2. **Click on Register:** Password is: **AreteLunch5**
3. **Sign In** - Welcome page displays with Program Info (Order Schedule, Rules etc.)
4. Click Order at Top of Nav Bar & go to: The month in which you would like to order.
5. Click the Order link on the calendar to begin –First Date is: **August 24, 2015**
6. Check out & pay – Please be sure to complete the check-out process. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.

Returning Parents

1. **GO TO: HTTPS://GREATHEARTS.ORDERLUNCHES.COM - (please bookmark this page)**
2. Sign In with your username & password
3. Choose student that needs location, add their grade for the new school year & click "update profile"
4. If a student has graduated, select their name & click "remove profile"
5. Once all profiles are updated – Click on the Order link to begin ordering.

QUESTIONS

FOOD or POLICY (Missed/Late Orders, Credits, and Changes/Cancellations): email AretePrepLunch@outlook.com and a parent volunteer will get back to you right away.

TECHNICAL SUPPORT (help navigating the site): email support@orderlunches.com.

PAYMENT INFORMATION The program accepts payment by Debit Card, Credit Card: Visa, MasterCard & Discover.

orderlunches.com

Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart *BEFORE* checking-out.
- **Changes or additional orders:** Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

******ANNUAL REGISTRATION FEE:** A $10.00 fee is charged with your ***first order only***, so that we can offer our lunch program online.

MINIMUM ORDER FEE: A $1.00 fee will be charged for orders under $10.00 – this applies to new and changed orders.

Thank you for participating in our school lunch program!

The lunch program exist because of you and our parent volunteers. We welcome any additional help and donations. Contact us at AretePrepLunch@outlook.com to contribute to your child's health and education.

ARETE
PREPARATORY ACADEMY
A Great Hearts Academy