



# Lunch Voucher System

## Cross Lanes Christian School



### WHAT IS IT?

This system simplifies the student lunch program process and efficiency in Ordering lunches and handling the money.

### DEPOSIT YOUR MONEY:

#### How

Please use the school money envelopes (available in the school office) to deposit lunch money into your student's account. Clearly print your name, date, and amount on the front of the envelope, under lunch voucher. Turn the envelope into the office or your child's teacher.

#### How Much

You may deposit any amount your choose, it is recommended that you keep a minimum of \$5.00 in your account. A good amount to consider is one month's worth of lunch monies (and milk/juice money for elementary)

***Lunches cannot be purchased if there is insufficient money in the account!***

### LUNCH ORDERING:

Parents/Students may order their lunch through their "Into Direct" account.

#### How

Enter your "Info Direct" account using your ID and Password  
Choose the "Cafeteria" icon on the left.

The current week (by individual day) will show on the middle of the screen.

To open each day's available lunch item, "click" on the "+" beside each day.

If you are ordering lunches other than the current week, select the week of lunch orders by "clicking" on the "Calendar" icon.

#### Ordering

"Click" on the day of the week under "Menu" in left column.

The available menu item choices will now show below the day chosen.

"Click" on the item you would like to order from the left column and "drag" it to the correct order date in the right column. Only "drag" the the menu item to the correct day it is offered!

## **REQUIREMENTS FOR ORDERING:**

- 1) The student's lunch voucher account must have a positive balance.
- 2) Orders must be placed **no later than noon on the day before the lunch is served.**  
Example: Tuesday lunch must be placed on Monday by **NOON!**
- 3) **MONDAY meal orders** must be placed by **NOON** on **FRIDAY!**
- 4) If school is **NOT** in-session (holiday, teacher-in service, snow day, etc...) and you are ordering a lunch for the **first day back.** Your order must be placed by **NOON** on the **last in-session day.**
- 5) You must be sure to place the item ordered **ONLY** on the **day it is offered.**

**YOU MUST FOLLOW THE STEPS ABOVE, OR IT MAY APPEAR TO YOU THAT THE ORDER IS PLACED. HOWEVER, IT WILL NOT GO THROUGH THE SYSTEM TO THE SCHOOL AND THE STUDENT'S ORDER WILL NOT APPEAR ON THE FINAL ORDER LIST FOR LUNCH!**

If a student is without a lunch at **anytime** lunchables are available in the school office for purchase for a minimum charge.

### **YOU MAY ORDER A WEEK OR MONTH AT A TIME!**

If a student is at school and **does not** take their ordered lunch, **their voucher account will be charged, as the school has already incurred the cost of the food.**

**School Lunches will begin on Monday, August 31.** Below is the menu items being offered. Please log on to InforDirect for a full Menu.

EACH MONDAY ~~ Papa John's pizza

EACH WEDNESDAY ~~ Chick-Fil-A

EACH THURSDAY ~~ Sub Sandwiches

HOT LUNCH DAYS: choices will include Corn Dogs/Hot Dogs; Mac and Cheese, Potato Bar/Taco Salad, Chicken Alfredo, Spaghetti

## **ELEMENTARY MILK/JUICE ORDERS:**

A record will be maintained when students receive a milk/juice. A weekly form will be provided through the elementary teachers to place orders for milk/juice. Please complete the form and return to the teacher indicating when your child is to receive their milk/juice. Orders and charges will be processed in the school office. Orders will not be placed by parents/students through info. direct.