



## **Cafeteria Program with Ren Web 1**

All cafeteria lunches will be paid for in advance. No cash transactions in the cafeteria. There must be money in the account in order for lunch to be ordered. When student accounts get low, parents will be informed by the office of their balance, via email.

- Payments may be made by sending in a payment or mailing a check to the office. Please mark as cafeteria payment.
- Payments for cafeteria may also be made on-line via Ren Web **Pay Now**. Parents go to Ren Web, click on Financial to navigate to the Billing section. Parents may then select the **cafeteria** accounting system and click Pay Now. Enter the amount you wish to pay into the appropriate fiscal year/accounting system and select Pay Now button.

Ordering of lunches: **GRADES 2<sup>nd</sup> – 8<sup>th</sup>**

- Orders can be placed at school in homeroom *or*
- Orders can be placed on-line, via Ren Web, **before 8 a.m.**

Ordering of lunches: **GRADES PreK3– 1<sup>st</sup>**

- Orders must be written down and sent into school to be placed by teacher in the classroom that morning *or*
- Orders can be placed on-line, via Ren Web, **before 8 a.m.**

**GRADES PreK3-1<sup>ST</sup> MUST HAVE THEIR ORDERS WRITTEN DOWN AND SENT IN TO SCHOOL EACH DAY. THIS ENABLES THE CAFETERIA PEOPLE TO ASSIST THEM IN GETTING THEIR ORDER.**

### **ORDERING INSTRUCTIONS:**

On Renweb you go to Student Information:

Click lunch

Lunch menu listed

Click create web order (top)

Listed is the week of lunches (including pizza day) order your child's lunch

You can order one day or the 5 days

All items must be ordered, drinks, snacks, pudding etc.

**You must click at the bottom "order items"**

Renweb will total everything you ordered at the bottom of the page