

ORDERING HOT LUNCH AND PIZZA LUNCH

Once again this year, you will be ordering online.

Log on to <https://rochester.mystudentsprogress.com>

- Enter your username (your email address) and password – contact Mrs. Fetzner in the office if you need to have your password re-sent or if it asks for a PIN#. (Re-sent passwords are only valid for 24 hours.)
- Click on the Cafeteria tab and then LUNCH
- A current month calendar will appear. Use the Green arrows to progress through the months (forward or backwards)
- Click on the Wednesday and Friday (occasional Thursday) that lists a menu
- All of your children will be listed individually, select the quantity of the items you would like to order.
- When you are done with that date, select Update All. (It looks like nothing happens but it is saving the information!)
- FRUIT indicated on menus will be fresh/ in season whenever possible.
- For McDonald's Order—please select one (1) entrée and two (2) out of the three sides for each entrée ordered.
- We will try to honor special orders as best that we can within reason. (i.e. "no Sauce" on pasta or 'No Ham' on Cheese and Ham quesadilla – there is a notes section next to each order item.)

(F.Y.I.- 'Cheese only' pizza is only available during Lent.)

PLEASE ORDER IN AT LEAST TWO MONTH INCREMENTS.

- **September and October Orders are due by FRIDAY SEPTEMBER 7th**
 - **November and December Orders are due by October 15th**
 - **January and February Orders are due by December 15th**
 - **March and April Orders are due by February 15th**
 - **May and June Orders are due by April 15th**

Please be prompt in your ordering. Late orders may not be able to be fulfilled.

YOU WILL BE BILLED IN FACTS every two months! You may order all your menus at one time but you will be billed bi-monthly. Please make your payments promptly in order to keep the program running smoothly!

This is a program offered for your family's convenience, and not a required participation. Our goal is to provide a healthy well-balanced hot meal, with occasional "special treats".

Please contact Karin in the office if you have any questions. **Thank You!**