



SCHOOL LUNCH ORDERS CAN BE PURCHASED ONLINE AT

WWW.ORDERLUNCHES.COM

IT'S THE FAST AND EASY WAY TO ENSURE YOUR KIDS EAT RIGHT AT SCHOOL

Dear Parents:

St. Martin School has partnered with The Pasta Market & orderlunches.com to provide a secure, fast and easy to use, online ordering system that allows parents to view, order, prepay and manage your child's lunches on the web.

Follow These Simple Steps to Sign Up & Order

1. On or after **8/18/08** please go to www.orderlunches.com and click on **register**
2. Complete the profile page
3. Enter the school password: **STM45 and click continue**
4. At the **child's profile page** - enter your child's first and last name and select the applicable Room/Teacher/Grade/Lunch Session that applies to your child from the drop down, click "**add student profile**" for each child you are registering and once all children have been added click "finished"
5. Your registration is now complete! **Ordering begins on 08/20/2008**
6. Login to the system with your username (email address) and password, click the name of the child you wish to order for and their lunch calendar will be displayed. Select the appropriate month and click **edit** on the days you wish to place an order

Payment information

The lunch program accepts payment by Visa, MasterCard, or your debit card with a Visa or MasterCard logo.

Emergency or Forgotten Lunches

WE ARE PREPARED IF A CHILD DOES NOT HAVE A PRE-ORDERED LUNCH AND IS PAST THE 6AM LOCKOUT. WE HAVE ESTABLISHED AN EMERGENCY/FORGOT LUNCH PROCEDURE. CHILDREN WILL CHOOSE FROM ONE OF THE TWO HOT ENTREES OR FROM A COLD ENTRÉE. ALL CHILDREN CAN ASK FOR A HOT LUNCH, UNLESS YOU SPECIFY OTHERWISE. YOU WILL BE NOTIFIED OF THE EMERGENCY LUNCH COST BY EMAIL. EMERGENCY OR FORGOT LUNCH ORDERS WILL INCLUDE A \$1.50 PROCESSING FEE. THE MEAL CHARGE WILL BE ADDED TO YOUR CART/ACCOUNT.




Menu Cycle Schedule

Menus are posted on a monthly basis – all orders must be placed by 6AM the day of your child's school lunch.

<i>Menu Lunch Cycle Dates</i>	<i>Order Start Date</i>
09/02/08-09/26/08	08/20/08
09/29/08-10/31/08	09/15/08
11/11/08-11/25/08	10/20/08
12/01/08-12/18/08	11/17/08
01/05/09-01/30/09	12/15/08
02/02/09-02/27/09	01/19/09
03/02/09-04/03/09	02/16/09
04/06/09-05/01/09	03/23/09
05/04/09-06/05/09	04/20/09

Other Important Information

- . Days marked with  contain specific messages from your Pasta Market and/or your school
- . Orders that are left in the shopping cart will **NOT** be processed
- . Always view and/or print your child's menu confirmation report after submitting payment to ensure your order is accurate
- . Changes/Cancellations can only be processed for student lunch orders that are cancelled prior to 6am on the day of the lunch – simply login to your child's account and change your menu selection to "no lunch choice"
- . Changes/Cancellations that result in a credit to your account will be applied to your next order
- . **When Paying by Credit Card a Minimum \$25.00 order is required at checkout, otherwise a \$2.00 processing fee is charged**
- . **Any remaining balances from the 2007-08 school year must be paid in full before you will be allowed to place any new orders.**
- . **Any remaining credit from the 2007-08 school year will be applied to your new account.**

Forgot Password

- . Use the "Forgot Password" feature at the home page and a new temporary password will be emailed to you
- . Please do not attempt to re-register as this creates duplicate records and your menu WILL NOT BE SAVED.

Food Service Questions & Technical Support

If you have any questions regarding hot lunch please contact us

Via e-mail - HOTLUNCH@PASTAMARKET.COM or 650-949-3239 –
8:00am-4:00pm Monday through Friday, After hours please leave a message.

Thank you for using The Pasta Market & orderlunches.com