



ST. PHILIP NERI CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE MEET

6600 Kawanee Ave.

Metairie, LA 70003

504-887-5600

www.stphilipneri.org

MONTHLY LUNCH ORDER POLICY AND INFORMATION

- Lunch must be ordered for your student a month at a time, online.
- You will receive both an email and text with a link once the window is open to order lunch for the following month. To order lunch, you must first have set up a lunch account (go to www.schoolcafe.org, click the "Online Payment" link, then click "Sign Up Today" and follow on-screen instructions).
- Once the email and text containing the link has been sent out with next month's lunch calendar, you will have approximately one week to make selections for the entire next month. To make your selections:
 - Click the link that SPN will send by text and email.
 - Click on the name of the upcoming month's lunch form (i.e. August Lunch Form).
 - Fill out the form completely. Please be sure to put both your child's first name and last name, as well as homeroom. If you have multiple students at SPN, each student needs a separate form.
 - Put a check mark in front of each day that your student will eat school lunch.
 - If you want to print the lunch calendar, do so BEFORE pressing "Submit".
 - Press "Submit" once you have completed the form.
- Once an order is placed, you are not able to add to it.
- If your student will be absent on a day that he/she was scheduled to eat school lunch, please call school before 8:45 AM to cancel the order for the day; if you do not contact school by 8:45 AM, you will be charged for lunch that day.
- A reminder text will be sent out the day the form is due. No late orders can be accepted. If you do not fill out and submit a lunch form for your student, your student will not be able to eat school lunch for that month.

Please sign below acknowledging that you understand SPN's "Monthly Lunch Order Policy". Return by Wednesday, August 19, 2020.

Student name: _____ HR: _____

Parent signature: _____



ARCHDIOCESE OF
NEW ORLEANS

School Food and Nutrition Services of New Orleans, Inc.

Date

Dear Students, Parents and Faculty,

Welcome to St. Phillip Neri School Cafeteria! We are planning great things for our lunch/breakfast program this year including new menu items, nutrition days and special events. Our prices for the 2020-2021 school year are:

Student Lunch: Pre K - Elementary (\$3.00) Reduced (\$.40)

Adult Lunch: Faculty (TBD), Visitor (TBD)

Extra Sale Items: Milk (TBD), 6.75 oz. Juice (TBD), Bottled Water (TBD)

School Food and Nutrition Services does not allow any charges. All meals and extra sale items must be **paid in advance**. In an effort to go “Green” and to simplify the payment process, we are encouraging parents to take advantage of our on-line payment option. It is fast, easy and beneficial!

On-Line Payments: Visit our website www.schoolcafe.org and click the “Online Payment” link for more information.

- A minimal processing fee is charged for all bank drafts and all credit card payments
- Make payments to your child’s cafeteria account anytime during the school year
- View student purchases & account balances. Please monitor the account(s) frequently and address any concerns immediately.
- Sign up for monthly auto drafts, emails or text alerts for low balances
- You will need (1) student’s name, (2) school name and (3) birth date or student ID number.
- Money added to student’s account will post within 10-15 minutes.

If you are unable to do on-line payments, you may send payments to the school cafeteria at any time. Please include the student’s name, grade and cafeteria I.D. number on all payments. *Prepaying saves time and allows more time for the students to enjoy their meal. Cash is not accepted at all schools. Please check with your cafeteria manager before submitting cash.*

Listed below is some additional information about our program:

- If a student is returning to the same school, the student will continue to use their pre-assigned cafeteria I.D. number. New students will be issued a number before the first serving day.
- All balances will be rolled over to the next school year unless a refund is requested.
- School Meal Modification forms are available on-line. Go to www.schoolcafe.org, Menus, Special Diets/Food Allergies to download a form. The Meal Modification form may only be completed by the student’s physician. ***You must provide a new form each school year.*** The form must be submitted to School Food and Nutrition Services, 1000 Howard Ave., Suite 300, New Orleans, LA 70119-1925.
- The **2020-2021 Free/Reduced Meal Applications** will be available online after July 15, 2020. Visit our website www.schoolcafe.org and click on the “Free/Reduced Application” link. Online applications process faster than the paper applications. Therefore, we encourage you to fill out the online application. If you do not have access to a computer, please contact Donna David at (504)596-3452 to request a paper application. If your child received free or reduced price meals last school year, you will need to complete a new application before September 1, 2020.

If I may be of assistance, please feel free to contact me. Your comments are always welcome.

Sincerely,

Ravin Harris
Cafeteria Manager

Phone: 504-460-3908

Email: scr@schoolcafe.org

**For more information, including
menus & nutritional data, visit
our web page
www.schoolcafe.org**