

Hot Lunch Program Quick Facts

- You can view the current menu from myschoolaccount.com or http://www.saintraphaelparish.com/School_docs/Current_Menu.pdf
- You can place orders up to the last day of the previous month for the following month. Order menus will be updated by the 15th of the previous month.
- Lunches cost \$3 each and extra entrees cost \$1. Payments can be made online or by check made payable to St. Raphael School Lunch Program. Please do not send cash with your child.
- In order to keep our lunch program costs down, pre-ordering is a must for school families. Ideally, we would like our program to be a 100% pre-paid, pre-ordered lunch program. In order to do this, all families are encouraged to set up a secure account with myschoolaccount.com. This account is needed to place online orders. Several payment options are available. Choose the one that works best for you.
- For new families, you will receive a letter in the mail containing your child(ren)'s ID. This ID is needed to set up your pre-order account. The following instructions are contained in this letter. **Save the letter.**
 - Go to www.myschoolaccount.com
 - Click "Create Account" on the top menu bar.
 - Fill in the required information on the "Parent Account Sign-Up page."
 - Choose St. Raphael School from the "School District" drop down menu.
 - Create your own User ID and Password and **write it down.**
 - Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."
- After you receive the verification code (if you don't receive your code, check your junk folder before calling the school) you may begin to add you child(ren)'s information. To do this, you will need to:
 - Go to www.myschoolaccount.com and login using your previously created user ID and password.
 - Enter the "verification code" to verify your account and email address.
 - Begin adding your child(ren)'s information according to the guidelines provided. You will need each of your children's student ID numbers (that you received in the mail)
 - After the students are added you will be able to view the lunch account activity and make payments to the student lunch account. Please see the posted **"Parent Guide"** for details.
 - If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10 payments to each student, total charge would be \$32.00.

- You can make deposits to your child's account on a weekly, monthly or annual basis. Any amount not spent at the end of the school year will be available for the following school year. Special arrangements can be made if a refund is ever needed.
- There is a \$2 transaction fee whenever you make a deposit to your child's account. To avoid the \$2 service fee for paying online, please send a check to school made payable to St. Raphael Hot Lunch Program prior to ordering online. We suggest you send your check by the 15th of the month.
- Questions, please contact Stacey Nye at snye@saintraphaelparish.com or 440-871-6760 x141