

LUNCH ORDERING INSTRUCTIONS

You may use this link for Sycamore Education:

<http://sycamoreeducation.com/?schoolid=1540>.

- Login to your Sycamore account
- Select **My Accounting** from the left sidebar options.
- Select **Cafeteria** from the drop down options.
- Select **Orders**.
- Select a **Lunch Cycle** from the drop down menu located in the top center of your screen (a cycle is one week). If multiple cycles are open, you must update to save your orders before moving to a new week.
- For each child, select an option from the drop down menu for each day you wish to order. This area only lists the entree offered. For the full menu, click the **Info Center/Cafeteria**.
- If you want to order multiple lunches for one child, or if you plan to come to school and eat lunch with your child, you may place a number in the quantity box.
- When your order for the week is complete, click **Update** in upper right corner. This saves your orders.
- If you make a mistake or wish to change an order (before the ordering deadline when all orders are final), simply choose the blank menu option, **Update**, and start again.

A LA CARTE ORDERING INSTRUCTIONS

- Login to your Sycamore account
- Select **My Accounting** from the left sidebar options.
- Select **Cafeteria** from the drop down options.
- Select **Orders**.
- Select **A la carte** (in blue at the top).
- Select a **Lunch Cycle** from the drop down menu located in the top center of your screen (a cycle is one week). If multiple cycles are open, you must update to save your orders before moving to a new week.

- For each child, select the day of the week and press the blue box to see options in the drop down menu for each day you wish to order. Enter the quantity you are ordering and update at the bottom of the box. You will do this step for each child and each day you are using the a la carte option. Remember that ordering a la carte does not include the drink or side items. Each item must be ordered separately. Please note that a la carte orders for Chick-fil-A items are only available when Chick-fil-A is catering lunches that day, and Wendy's items are only available when Wendy's is doing our lunches. Same for a la carte items from McDonalds and Hong Kong Wok. These items are not available every day.

Domino's pizza is available hot and fresh every day and may be pre-ordered through the a la carte menu before the ordering deadline. You may also order Domino's pizza by phone or email any time before 10:00 am on the day you want it for your student.

If you make a mistake or wish to change an order (before the deadline), simply choose the blank menu option, **Update**, and start again.

CCS Lunch ordering policy:

- All lunches must be preordered.
- All lunch orders must be submitted by Wednesday at midnight for the following week.
- Once the cycle is closed, all lunch orders (for the following week) are final and cannot be changed or refunded.
- If you are not able to order before the deadline, please plan to pack a lunch for your child.
- In the event that your child is without a lunch, a few a la carte items (Uncrustable PB&J,, nutri-grain bars, chips, applesauce, Gogurt, etc.) will be available for same day purchase at \$1 each and simply billed to your lunch account. Should your child need to utilize this option, they will be asked to wait until lunches that lunch period have been served (usually about 5 minutes).

DISCLAIMER: If you do not want your child to have the option of purchasing **additional** a la carte items, please speak with your child and notify the office in writing. If you do not want your child **purchasing lunches**, please speak with your child and notify the office in writing, even if you notified us last year, as we need dated notes for the year (email works).

Please make a deposit to your family lunch account by sending cash or a check payable to CCS to your child's teacher or to the office. Check under **My Accounting** periodically to see your account balance and send payments as needed. If you have questions or problems ordering, please call the CCS office ([931-647-8180](tel:931-647-8180)) or reply to this email and we will assist you.