



August 27, 2019

Dear Catholic Academy Families and Staff:

As you know, the school has been implementing a new, streamlined process for ordering school lunch. While we would prefer you to order a month in advance, we are allowing the option of ordering 2 weeks (minimum) in advance.

Payment Options

1. *Most Recommended*:
 - a. Direct online ordering via www.ezschoollapps.com
 - b. Navigate to the BLUE Parent Login Tab
 - c. Click on "sign up today" in order to create a login.
 - d. You will see menus online to pre-order meals, seconds, and/or snacks ("Switch," water, milk, chips, ice cream, etc. will be available for \$1.00)
2. Cash or Check:
 - a. You will still need to order via www.ezschoollapps.com
 - b. Follow sign up instructions above from b through d.
 - c. Submit the order without payment online. **HOWEVER, payment MUST be submitted to school before the dates of service.**
 - d. I will be giving receipts for all payments made with these forms of payment.
 - e. Send your payment in a clearly marked envelope with:
 - i. Child's name
 - ii. Grade
 - iii. "Lunch Payment" as the label

While the timeline is brief, all payments for September (either the first two weeks or the entire month) must be submitted by Labor Day if online

*****FOR FAMILY CONVENIENCE:**

I will be available in the gym during Shine! Morning care between 7:30 and 8:30 a.m. to take payments and assist with entering information as you might need on Thursdays.

I will also be available in the [cafeteria](#) during Shine! Afternoon care between 3:30 and 4:30 p.m. on Thursdays.

Frequently Asked Questions

1. If a child/staff member is absent, his/her pin number will not be charged. The funds will remain in the online "bank."
2. If there is a snow day, a child/staff member's pin number will not be charged. The funds will remain in the online "bank."
3. You do not need to order the full meal if you would prefer to order a la carte snacks. However, the meal is the meal (ex: Meal is Popcorn Chicken, which automatically comes with fries, vegetable, dessert, and drink (water or juice)).

Please review our Handbook Policy below, for our policies:

HOT LUNCH PROGRAM

Catholic Academy of Waterbury provides an optional hot lunch program for all students in grades PreK 3-8. Monthly menus will be available via our online lunch ordering program, and payment will be expected a month in advance of the lunch that is served. Should a student not have a lunch one day, he or she will be served hot lunch (just the main meal with vegetable and beverage) and the family will be billed via the online hot lunch program. School staff work diligently to ensure that healthy, balanced, enjoyable meal options are offered to students. In the event of a student's absence, credits for missed hot lunch will not be provided. In the event of a snow day, credits will be provided.

There are a la carte beverages and snacks available in the cafeteria each day. These may be ordered in advance via the online menu. Students should not bring cash payments for lunches or a la carte items, as all transactions for this program will be online to ensure the best financial practices take place. Should a student select an item that was not pre-ordered, the family will be billed via the online lunch program. Each student will be designated a pin number, which he/she will enter when going through the lunch line. Any students who breach the confidentiality of their pin numbers will be subject to the major consequence section of the school discipline policy, and potentially lose lunch privileges for a period of time.

Past due balances will result in a family not being able to order hot lunch until the balance is paid.

If you would like to ask any questions, please feel free to directly contact me at cafeteria@catholicacademywaterbury.org

We look forward to serving you this year!
Mrs. Beth Egan, Food Service Director