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**TO: IWA Parents**

## **COVID-19 New Online Lunch Ordering**

In an effort to ensure the safety of all students during lunch, Incarnate Word Academy and Top Choice Catering have implemented new lunch pre-ordering protocols. Effective this 2020-21 school year, all parents **MUST** pre-order student(s) lunches for middle level and high school level. Lunches will be scaled to a single choice lunch.

### **How will I pre-order online?**

1. New parents must create an online account to pre-order lunches. (please see instruction form named myschoolaccount.com). Returning parents only need to start using pre-ordering tab.
2. Orders must be completed by Sunday before 10:00 pm for the upcoming week.
3. You may order for the entire month, one week or select only specific days your child would like a lunch at school.
4. Menu is open for you to order under the pre-order menu tab in your online portal. Please note online menu calendar on the left side of screen starts on Monday and NOT Sunday.
5. When you are on the pre-order tab, there are step by step instructions on how to add meals to your basket and pay your pre-ordered meals.
6. Student Lunches are as follows: regular lunch \$4.50 includes 16 oz bottle water only.
7. If you have multiple students at different levels, you **MUST** pre-order for each child individually from their designated pre-order lunch calendar.
8. If you miss the Sunday deadline you can pre-order online (using web browser) before 7:30 am that morning.
9. If your child forgot a lunch in the morning, you can text your lunch request for that day before 8:30 am to Grace Avalos, IWA kitchen manager to (361) 459-9102.
10. If your child is out sick on a given day you pre-ordered lunch, you must text Grace before 8:30 a.m. to cancel lunch and receive credit.