



## SchoolCafé Instructions

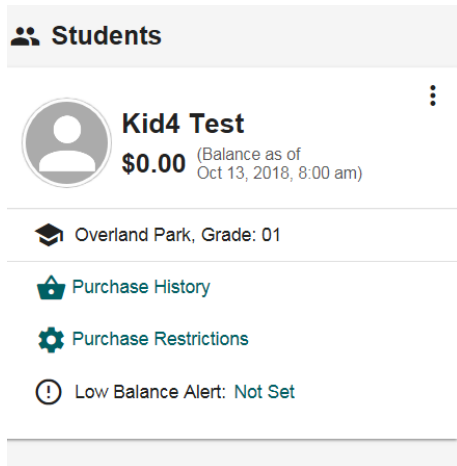
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**Go to:** <https://www.schoolcafe.com/SHAWNEEMISSION>

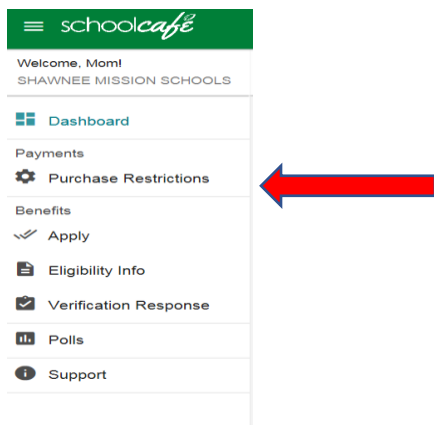
- Set up login and password
- Link all children to your account

## How to view account balances and purchases



- Click on the 'Purchase History' icon.
- Select, Last 7 days, 14 days, 30 days, or custom.

## How to set restrictions for a la carte purchases



- Click on purchase restrictions

#### Kid4 Test

Do NOT allow Kid4 Test to use CASH for À La Carte purchases on the following days:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Do NOT allow Kid4 Test to DEBIT their account for À La Carte purchases on the following days:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Maximum number of À La Carte purchases allowed per day:

☐ Item(s) per day: \_\_\_\_\_

Maximum spending amount for À La Carte purchases:

☐ Daily: \$ \_\_\_\_\_

☐ Weekly: \$ \_\_\_\_\_

☐ Monthly: \$ \_\_\_\_\_

[Save Restrictions](#)

- Indicate the days that you do not want your child to purchase ala carte with cash in their hand.
- Indicate the days that you do not want your child to purchase ala carte with their account.
- Indicate the maximum number of ala carte items your child can purchase each day.
- Indicate the maximum dollar amount that your child can purchase ala carte daily, weekly or monthly. This amount is in addition to the school meal.
- Save these restrictions.
- If none of these are marked then food service will allow your child to purchase ala carte.

#### Example:

- If you have clicked Tuesday and Thursday, this means your child cannot purchase ala carte items on these days.
- If you have indicated \$1.00 daily spending limit, your child will be able to purchase a school meal and \$1.00 of ala carte daily.

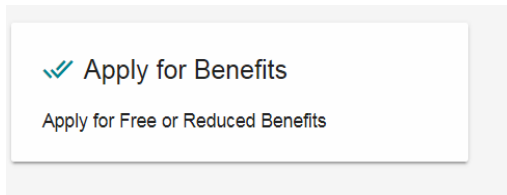
## How to restrict your child from purchasing ala carte from the cafeteria

- Under purchase restrictions, click all boxes.
- Under maximum number of ala carte purchased per day list 0.
- Under daily, weekly and monthly spending list 0 in each.

## If you do not want your child to charge any items from the cafeteria

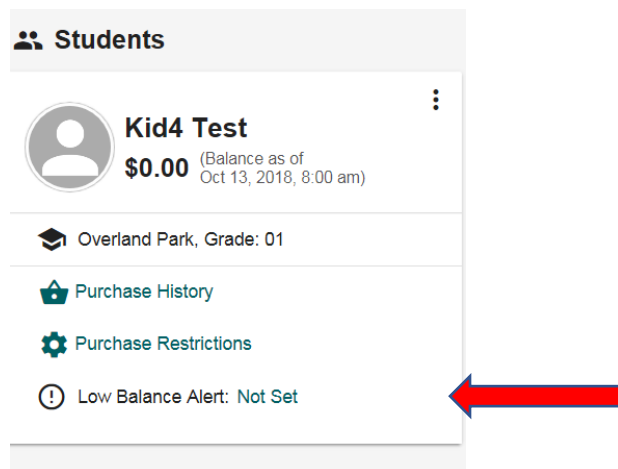
- You will need to contact the student nutrition services office and they will be able to mark your child's account so that will never be able to purchase anything in the cafeteria.

## How to submit free and reduced meal application



- Click on icon and follow the prompts. Once the application is completed it will be sent electronically to the student nutrition services office. The application will be processed and you will receive an email response.

## How to set up reminders for low account balances

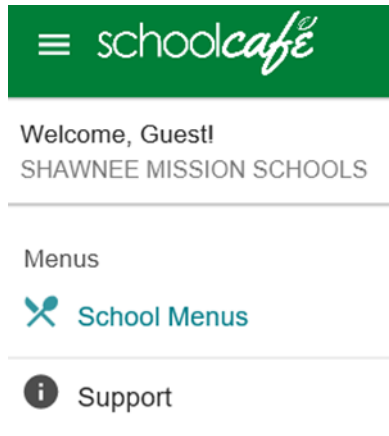


- Parents or guardians of all students will receive low account notifications via email or phone call if their students account is at \$8.00 or less for full price and \$2.00 or less for reduced price through the district school messenger system.
- Parents can select a low balance alert in School Café if they want to be alerted at a different amount.

## How to view school menus

Go to: <https://www.schoolcafe.com/SHAWNEEMISSION>

- Click View Menus (as a guest)
- Or sign in to your account



- Click on the 'School Menus' icon.
- Filter by school, meal type, and allergies.

On the school menus page, you can check out upcoming menus from a *daily*, *weekly* or *monthly* view. Select the date for the menu to view.




Menus may be filtered by school, meal type, and allergies.

Click on a school from the dropdown list and select a meal type (breakfast or lunch).


A screenshot of the filter options. On the left is a calendar icon with a checkmark. To its right are three dropdown menus: 'Select School' (with a downward arrow), 'Select Grade' (with 'PK' selected and a downward arrow), and 'Select Meal Type' (with a downward arrow).

Menu items are listed alphabetically by type of item. To see additional nutritional information about specific menu items, you can click on an item's name to bring up a variety of information such as ingredient or calorie content.


ENTREES




**BBQ Pork Sandwich**  
G P  
Calories 332 / Carbs 53.1g  
Allergens: Wheat, Gluten



**PBJ Sandwich Elem**  
G P  
Calories 300 / Carbs 34g  
Allergens: Wheat, Peanuts, Soy, Gluten



**Stuffed Crust Cheese Pizza**  
G P  
Calories 370 / Carbs 41g  
Allergens: Milk, Wheat, Soy, Gluten



**Yogurt, Cherry**  
P  
Calories 80 / Carbs 15g  
Allergens: Milk

Entrée/Protein (P)

Grain (G)

Vegetables (V)

Fruit (F)

Milk (M)


When viewing menus by weekly or monthly view, the default shows only entrée. Click the categories to see all menu items.

**Please select the categories you would like to view (and/or print) below:**

☒ ENTREES ☐ ENTREE OPTIONS ☐ VEGETABLES ☐ FRUITS ☐ MILK ☐ CONDIMENTS ☐ GRAINS

Toggle the 'show nutrients' button to see nutrients for each item.

⋮ Allergens

Print 

☐ Show Nutrients

To filter by allergens, click the 'Allergens' button on the right side of page.

Click the allergens you want to **omit** from the menu, then click the 'filter' button.  
*The menu is displayed without the specified allergens. (Milk is all dairy/milk.)*

### Allergens

- ☐ Crustacean Shellfish
- ☐ Egg
- ☐ Fish
- ☐ Gluten
- ☐ Milk
- ☐ Peanuts
- ☐ Sesame
- ☐ Soy
- ☐ Tree Nuts
- ☐ Wheat

Milk = Dairy

### Additional Allergens

- ☐ Apples
- ☐ Beef
- ☐ Cherry
- ☐ Chicken
- ☐ Chocolate/Cocoa
- ☐ Corn Syrup
- ☐ Corn/Corn Products
- ☐ Dairy
- ☐ Grapes
- ☐ Honey
- ☐ Mustard

 Filter

Pork-containing items are designated on the menus with a ^ symbol in the menu item name.  
Could also click Pork under Additional Allergens, then click Filter to display menu without pork containing items.

Nutritional Data Disclaimer – click to view at top of School Menus page

Attention Parents/Students,

The nutritional data contained on this page is based on labels and formulation statements provided by the manufacturers. Manufacturers may, and do, change their products and/or products formulation ingredients without our knowledge prior to delivery. Therefore, ingredients and menu items are subject to change or substitution without notice. For assistance, please call the student nutrition services office at 913-993-9710.