
Please Note***

**You must create a login for through the parent portal BEFORE pre-ordering meals for your student
You will need the child's first and last name, and their Student ID to register them under your account.**

MEAL ORDERS MUST BE PLACED 7 DAYS IN ADVANCE.

For example, By 9/1 – place orders for the week of 9/7-9/11

By 9/7- Place orders for the week of 9/14-9/18

By 9/14- Place orders for the week of 9/21-9/25

By 9/21- Place orders for the week of 9/28-10/2

By 9/28- Place orders for the week of 10/5-10/9

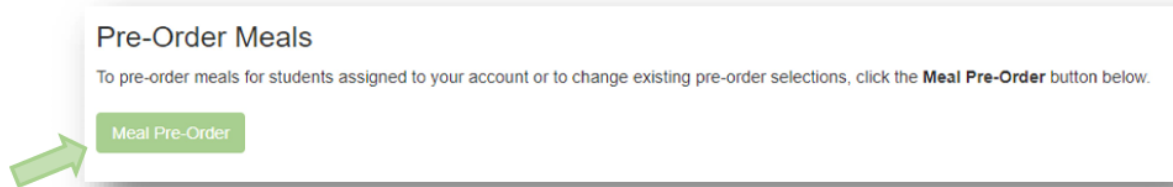
By 10/5- Place orders for the week of 10/12-10/16

By 10/12-Place orders for the week of 10/19-10/23

Etc.

Pre-order

Schools may allow pre-orders to be placed. To pre-order meals for students assigned to the account, click the **Meal Pre-order** button.

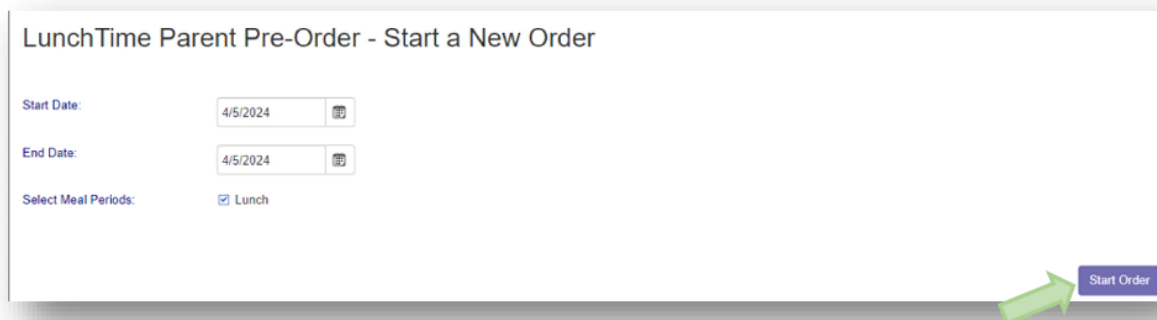


Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

[Meal Pre-Order](#)

Start a New Order- Select the start and end date as well as the meal period, and click **Start Order**.



LunchTime Parent Pre-Order - Start a New Order

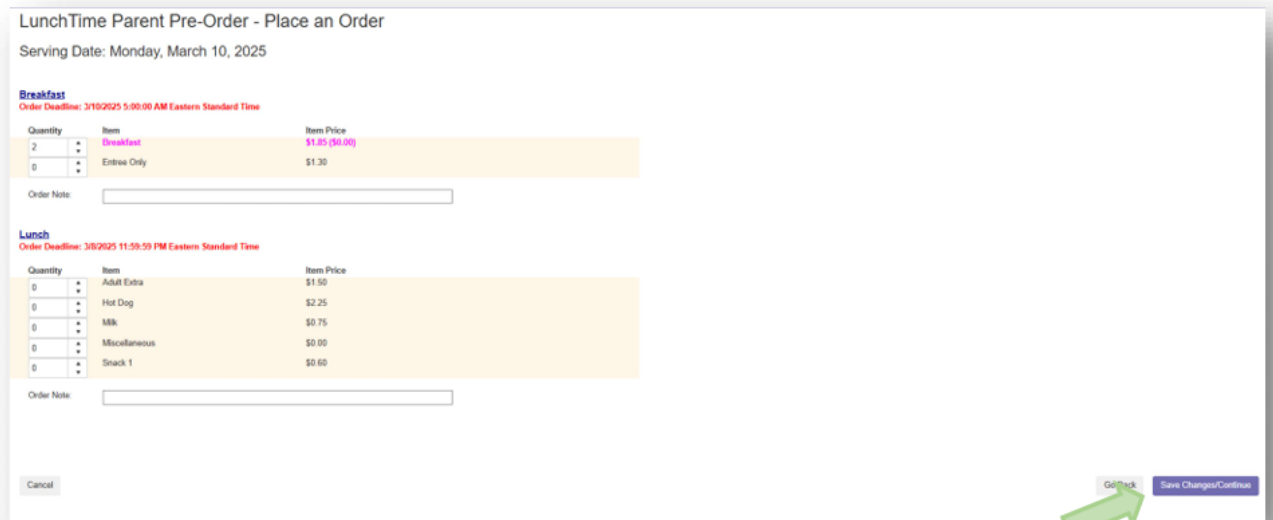
Start Date: 

End Date: 

Select Meal Periods: ☒ Lunch

[Start Order](#)

Choose the quantity of the item to be ordered, and click the **Save Changes/Continue** button.



LunchTime Parent Pre-Order - Place an Order

Serving Date: Monday, March 10, 2025

Breakfast
Order Deadline: 3/10/2025 5:00:00 AM Eastern Standard Time

Quantity	Item	Item Price
2	Breakfast	\$1.85 (\$0.00)
0	Entree Only	\$1.30

Order Note:

Lunch
Order Deadline: 3/8/2025 11:59:59 PM Eastern Standard Time

Quantity	Item	Item Price
0	Adult Extra	\$1.50
0	Hot Dog	\$2.25
0	Milk	\$0.75
0	Miscellaneous	\$0.00
0	Snack 1	\$0.60

Order Note:

[Cancel](#) [Get Back](#) [Save Changes/Continue](#)

Review the transaction details and check to make sure the items and dates are correct before clicking **Confirm**.



Serving Date	Patron	School	Meal	Item	Quantity	Item Price	Total Price
4/9/2024	Spickler, Cameron	Apple Grove High School	Lunch	BBQ Chicken	1	\$2.50	\$2.50

Confirm Transaction

To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Go Back** to review your selections for each day. Click **Cancel** to abandon the current order.

No payment is required to complete this pre-order transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information.

Cancel

Go Back

Confirm

Transaction Summary and Payment Information will show the student's current balance, total ordered, and the total due now. If payment is required, click the **Start Payment Process** button.

Patron	School	Current Balance	Total Ordered	Total Due Now
Boss, Christine	Cherry Hill Middle School	\$5.78	\$2.50	\$2.50

Confirm Transaction

A payment is required for each patron in the amount(s) shown in the **Total Due Now** column listed above. The total payment due is **\$2.50**. Click the **Start Payment Process** button to begin entering your payment information. Click **Go Back** to review your selections for each day. Click **Cancel** to abandon the current order.

Cancel

Go Back Start Payment Process

Deposit Summary shows the amount to be deposited for each patron's pre-order. To process a payment for the order, click **Select** next to the payment option desired.

LunchTime Parent Pre-Order Payment Processing

Please select a payment method from the available list below to continue the process of making a payment for the items you wish to pre-order.

Deposit Summary

The amount to be deposited for each Patron

Item	School	Quantity	Item Price	Total
LunchTime Cafeteria Deposit-Boss, Christine	Cherry Hill Middle School	1	\$2.50	\$2.50
Total				\$2.50

Select Payment Method

	Nickname	Type	Account Number	Service Fee
Select	TEST ACH	ACH	1xxxxxx00	\$1.50
Select	One-Time Credit Card	Credit Card		\$1.00
Select	One-Time ACH	ACH		\$1.50

Regardless of the payment method selected, the checkbox **MUST** be checked to indicate that the payment amount specified is correct and that the amount is authorized to be debited from the account used. Once the checkbox is checked, press **Process Payment** to process the payment.

Payment Details

Nickname: TEST ACH
Account Number: 1xxxxxx00
Routing Number: 00xxxxx15
Service Fee: \$1.50
Total Due: \$4.00

Confirm Transaction

Click the **Process Payment** button to complete your payment and finalize your pre-ordered items. Click **Go Back** to return to the Pre-Order Summary page. Click **Cancel** to abandon the current order.

☐ By checking this box I confirm that I wish to have a total of \$4.00 taken out of my checking/savings account to pay for the items listed above. \$2.50 will be applied to the items purchased and \$1.50 will be applied to the service fee for this transaction.

[Cancel](#) [Go Back](#) [Process Payment](#)

Confirmed Orders will show all orders confirmed for student(s) on the account. Orders can be removed up to the order deadline.

LunchTime Parent Pre-Order Confirmed Orders

You will not be able to remove items on serving days where the order deadline has expired.

	Added By	Date	Meal	Patron	School	Grade	Quantity	Item
Remove	tlar r	4/9/2024	Lunch	Spickler, Cameron	Apple Grove High School		1	Lunch

Order History will show a history of all pre-ordered items purchased by student(s) on the account.

LunchTime Parent Pre-Order Consumer Order History

Receipt	Order Date	Serving Date	Meal	Patron	School	Grade	Item	Quantity		
148296	4/9/2024	4/9/2024	Lunch	Spickler, Cameron	Apple Grove High School		Lunch	1	\$2.50	\$2.50

Page size: 20

1 items in 1 pages

To exit the Pre-Order page, click **Exit Pre-Order**.

View Cart	START NEW ORDER	CONFIRMED ORDERS	ORDER HISTORY	PATRON ORDER HISTORY	EXIT PRE-ORDER	LOG OUT
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Please note that the selections in the pre-order module will be listed as: **Main Meal, Craveable of the Week, and Sandwich/Wrap of the Week and PBJ Uncrustable**. Refer to the lunch menu when placing your child's order to ensure the correct meal is selected.