

Dear Calvary Family,

In the past we have enjoyed serving CCHS students a variety of hot and cold lunch options. This year will look a little different. We will still be offering lunch every day but, in order to maintain a safe and healthy eating environment, we have limited our menu. Instead of an entrée and a la carte items, we will be offering students a bagged lunch option each day. Each bagged lunch will consist of a sandwich, a bag of chips, a freshly baked cookie and a bottle of water. We understand this is not ideal, but we are committed to keeping CCHS students and staff as healthy as possible and hopeful that we will be able to expand the menu at some point during the school year.

Bringing lunch from home and in a disposable container or bag is the best way to ensure your student has minimal contact with outside lunch items so we are encouraging students to bring their lunch to school. For more details about lunch procedures, please refer to page 5 of the COVID-19 Back to School Plan sent by email to you from Mr. Kilgore on July 24<sup>th</sup>. The kitchen staff is required to wear masks and gloves while preparing lunches. Each item will be individually packaged and placed in paper bags for safe and easy “grab and go” distribution. **The only way to purchase lunch from the school is to pre-order online.**

We will continue to order lunch through RenWeb/ParentsWeb as we have in previous years. For returning families, you will use your existing ParentsWeb user name and log-in password. The process to order lunch is the same as last year. Remember that lunch can only be ordered from the ParentsWeb account; it is not accessible from the student account. The system is now open for lunch orders and will remain open through Sunday, August 16<sup>th</sup> for orders the first week of school. **You must order by Sunday, August 16<sup>th</sup>, if you wish to purchase a bagged lunch for the first week, August 19 through August 21.**

For new families, you were provided instructions for creating a ParentsWeb account in order to access your child’s class schedule. There is a way for you to recover your username and password if you have forgotten what you used when you created the account. Listed below are the procedures to access ParentsWeb and pre-order lunch. Remember that **lunch cannot be ordered from the student account; it is only accessible from the ParentsWeb account.**

1. From your internet browser, go to <https://cchs-fl.client.renweb.com/pw/>
  - Google Chrome is the preferred browser for ParentsWeb; Safari and FireFox may not work.
  - The lunch order software does not work on the phone app; please use a tablet or computer to ensure successful processing.
2.
  - *You may access the link to ParentsWeb from the school's website, [www.cchs.us](http://www.cchs.us). There are links on many pages to ParentsWeb. In fact, there is a link on the left side of the Home Page.*
2. The District Code is: **CCHS-FL**
3. Enter Username

4. Enter Password
5. *(If you don't remember your username and/or password, select the link **"Forgot Username/Password?"** The information will be sent to you in an email.)*
6. Select the "Parent" button to log-in.

When you log-in, you will see the ParentsWeb template with options in the left navigation column. To order lunch:

1. Choose the "Student Information" link in the left navigation column.
2. After the new screen displays, choose the "Lunch" link in the left navigation column.
3. The new screen will display a weekly calendar with the menu for each day. You will have to advance to the "Next Week" to see the week of the first day of school. **(This step is optional. You may proceed to "Create a Web Order.")**
4. Select the **Create Web Order** navigation button on the upper right side of the screen.
5. When the new screen displays, you will see the order options for each school day through October 2nd. You may order as far in advance as you would like, but **you must** submit the lunch order one week in advance. In other words, **you may not log-in each day and order lunch for the next day.** Orders are received for the following week. Each Thursday evening, the opportunity to order lunch for the following week is closed to allow our cafeteria staff to order from vendors and make preparations. As such, to pre-order lunch for the second week of school (August 24 – 28), **your order must be submitted by Thursday, August 20th.** To pre-order lunch for the week of August 31st, your order must be submitted by Thursday, August 27<sup>th</sup>, and so on. We will make an exception for the first week of school (August 19 – 21) and leave the order system open through Sunday, August 16<sup>th</sup>.
6. After you choose the lunch order items for the days you want to order lunch, you must scroll to the bottom of the page and select the **Order Items** button. The total for your order will be displayed.
7. The new screen will display payments options. You may pay with credit card or e-check. You must enter the information and choose the "Submit" button.
8. **Tricky – Often Missed Step** –Choosing the "Submit" button in step 7 **is not** the final step. You must choose the "Pay" button on the **Verify Payment** screen. This screen is a security step to verify you want to submit the payment. Make sure you complete this step. If you fail to do so, the school will not receive the order.
9. A confirmation that your order is complete will be sent to you by email.
10. Another step to confirm order was submitted is to navigate back to the lunch calendar page by selecting the "Lunch" link in the left navigation column. When you display the lunch menu calendar, the items you ordered for the week will appear on the lunch menu in **BLUE**. If you do not receive the confirmation email or the items on the menu are **RED**, then your payment did not process and the school has not received your order. Please go back to #6 to make your payment and complete the order.

Pre-ordered lunches will be available for pick up near your child's 5<sup>th</sup> period classroom. Details about where your child will pick up lunch will be communicated directly to your child a few days before the first day of school.

If you forget to pre-order lunch, your student will be able to purchase a peanut butter and jelly sandwich on any day. We will send an invoice for this item through your FACTS payment account. However, **to guarantee your child receives a bagged lunch, you must pre-order.**

In the event your student has not pre-ordered lunch and forgets to bring lunch, please **do not** come to the school to bring lunch for your child. Your student can let us know and we will provide them with a peanut butter and jelly sandwich and bottle of water. To promote a safe and healthy school environment, we are not allowing meals to be delivered by parents or outside vendors. Please refer to page 5 of the COVID-19 Back to School Plan sent by email to you from Mr. Kilgore on July 24<sup>th</sup>.

Vending machines will be available before school only. Students who plan to purchase drinks or snack items from the vending machines for lunch or a snack during the school day must do so before first period.

Please check the school calendar carefully and ask your student to let you know about field trips, early dismissal for athletics, or other activities that may interrupt their lunch period. The school will not provide a refund for lunches ordered and not taken. Once an order is received, we are committed to paying our suppliers and vendors. If you have questions about the lunch menu or procedures, please do not hesitate to contact me or Pattie Littler in the Finance office, [littler.patricia@cchs.us](mailto:littler.patricia@cchs.us)). If you need assistance with logging in to ParentsWeb , please contact Mrs. Connie Mullholand, [mullholand.connie@cchs.us](mailto:mullholand.connie@cchs.us).

Sincerely,  
Carrie Davis  
CCHS Café Manager