



# How To: Order PreK-5 Meals



- Meals must be pre-ordered.
  - 1) Menus are sent home monthly.
  - 2) Menus are available online at [Waterford.k12.mi.us/foodservice](http://Waterford.k12.mi.us/foodservice).
- Envelopes are sent home weekly.
- **AN ENVELOPE MUST BE FILLED OUT EACH WEEK FOR EACH STUDENT INDIVIDUALLY.** This includes:
  - 1) Payment via LunchDeposit.com
  - 2) Family payment
  - 3) Free students
- Orders may be done on a monthly (or multiple weekly) basis. Here's how:
  - 1) Fill out an envelope for each week
  - 2) Include the beginning date of the week on each envelope
  - 3) Fill out a separate envelope for each child in the family
  - 4) Turn in all completed envelopes at the beginning of each month
- Envelopes are turned in to school kitchen on Thursday or Friday before 11:00 a.m.
  - 1) Orders placed after Friday 11:00 a.m. may receive alternative meal(s)
    - Accounts will be charged the price of the meal
    - #1 choice will be given for the remainder of the week if available
- If your child has not pre-ordered a meal and doesn't have a meal from home they will be offered a meal.
  - 1) May be an alternative meal
  - 2) Their account will be charged
  - 3) If you prefer that your child not be offered a meal you must submit a letter to your school's kitchen
- In the event that your child is absent on Friday, please call the school office with your child's order for the upcoming week.

## Payment

- Pre-payment of meals is required.
- Every student has an account established in our computerized register system.
- Payments are entered into the student's account when received.
- Payment options are:
  - Online at [LunchDeposit.com](http://LunchDeposit.com)
  - At the school with check or cash
    - **CHECKS ARE MADE PAYABLE TO THE WATERFORD SCHOOL DISTRICT**
  - At one school for all of your children with one "Family Payment"
    - Family Payment may be cash or check
    - Family accounts may be established for all families
    - Payment may be sent to a secondary kitchen for your elementary students and vice-versa
    - An order envelope needs to be filled out for elementary child(ren) if payment is sent to a secondary kitchen
- **With all payment plans:** There is no maximum limit for account deposits.
  - Monitor accounts at [LunchDeposit.com](http://LunchDeposit.com) (available even if payment is not made online)
  - There is no minimum limit for deposits sent to school kitchen
    - Make sure to deposit enough to cover all meals ordered
  - There is a \$1.00 minimum for online deposits
- Amount of meal is deducted from account the day meal is served.
- If your child is absent or school is closed on a day a meal is ordered, the money remains on account.

CLICK ON INSTRUCTIONS:

[How To: Fill Out PreK-5 Envelopes](#)

## Pricing

- Current meal prices are posted on menus and website.
- **Super:** Additional purchase of the main item is available daily for breakfast and lunch.
  - Must be pre-ordered on the order envelope



### **Example of Supers:**



<b>Menu</b>	<b>Super =</b>	<b>Menu</b>	<b>Super =</b>
Hot Dog on Enriched Bun Green Beans Apple Milk	Hot Dog on Enriched Bun	Spaghetti w/ Meat Sauce Wheat Roll Carrot Sticks Pineapple Tidbits Milk	Spaghetti w/ Meat Sauce

## Purchasing Milk, Beverage, and Snack Items

- Extra milk, juice, snack and water purchases are done on a cash basis
- 1% white, chocolate or strawberry milk may be purchased daily for \$.50
- Extra 100% fruit juice may be purchased for \$.40
- Healthy snack choices and bottled water are available for \$.60

## Sack Lunches and Parent Meals

- Sack lunches are available for field trips at the current meal price
- Adult meals are available for “have lunch with your child days”
- Please see your child’s teacher for further information

## Allergies and Substitutions

- If your child has an allergy to any foods, you **MUST** see your school office to complete a “Plan of Care Allergy Management” form.
- If your child has an allergy to dairy products, once the form is approved a substitution for dairy will be allowed.
  - If there is not a form on file, there will be a charge for substituting milk with juice or water.

## Menu Changes

- We strive to ensure that menus are always followed. Due to various unforeseen factors this is not always possible. For this reason menus are subject to change without notice.
- In the event that school is canceled, the menu choice from the day that school was canceled will be served on the returning day with the exception of Friday and Monday. Friday and Monday menus will remain the same.

**Feeding Hungry Bodies. Making Hungry Minds!**  
**WSD Food & Nutritional Services**