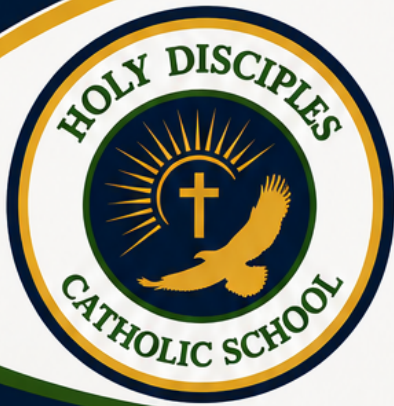




MIDDLE SCHOOL FOODSERVICE PROGRAM



Our cafe prepares & serves lunch daily right here at our school. Our offerings include many popular classic school lunch items as well as fresh salads, fruits, vegetables, and a tasty treat.



Families can order meals at any point through the **EZ School** portal up until **8am on the day of service!**

ORDER ONLINE:

www.ezschoollapps.com



ALL INCLUSIVE MEAL - \$6.75



Entree & Side



Salad and Fruit Selections



Beverage Choice



Dessert



An alternate available daily.



All Products are
Peanut & Tree Nut Free



QUESTIONS?

Our cafe is operated by a third party vendor. Please contact **John Lynch** at JLynch@holydiscipleschool.org for any foodservice or ordering questions.



www.ezschoollapps.com



Middle School Foodservice Information

Our foodservice provider is committed to providing both tasty and nutritious meal options for our students, including daily beverage choice, fruit, salad, and a dessert/snack. Students eat communally in the gym with their classmates and share in the duties of clearing their own tables.

Ordering Portal – EZ School Apps

For Students Registered for Lunch at the Middle School Last School Year:

No additional action is necessary. Your lunch account is still active from last school year, including any remaining funds.

All Other Students:

If you will be ordering lunch in our café for the first time, you will need to register for through EZ School Apps, even if your previous school cafeteria used this system. If you have previously used EZ School Apps with another school, you will first need to delete your old account OR create a new account with a different email address. Please use the detailed instructions found in this packet.

Zip code for Watertown is 06795.

No additional school code is required.

If you are having difficulty with this, please reach our Foodservice Director, John Lynch jlynch@holydisciplelesschool.org

To avoid excessive transaction fees, it is recommended to fund your account as infrequently as possible.

Meal Selection

Menu choices are posted in our EZApps portal, prior to the start of a new month. Entrees are served with a side that pairs well with that offering. There is insufficient time for students to eat both an entrée AND an alternate, so please be advised to not over-order food.

Beverages

All school lunches include a choice of milk, water or juice. An option is provided on our ordering portal to order an additional drink or a drink without a meal. Beverage offerings do rotate for variety. Chilled water is also available in the lunchroom for refillable bottles.

Cold Bar

In addition to the entrée of the day, salad and fruit are also included. Students can add any of these items to their tray from our cold bar. Items vary daily. Students are asked to only take what they will eat. A large salad-only plate is also available (inc. drink).

Alternates

We offer an alternative to the daily entrée. Alternates still include a drink, cold bar and dessert. Selections must be made on the ordering portal and cannot be changed at time of service. We occasionally offer an extra side of fries, onion rings etc., which do not include anything else.

Cut-Off Time

Lunch ordering closes at 8am sharp, day of service. Families can order monthly, weekly, or daily. Should a change need to be made after 8am, you should CALL the middle school office directly – not all requests can be granted.

As all lunch selections populate onto a list for each day, only students that are on the lunch list will receive a meal from the café.

You can confirm your orders on the EZ Apps portal, by going to “purchase preorder,” on the left side tab of your dashboard, and then clicking on the orange “print orders as PDF” button.

Allergies

All of our school lunch products are peanut and tree nut free. Additionally, we do not handle peanut or tree nut products in our kitchen. Our staff can advise families on ingredients for other menu items on a case-by-case basis.

Closures

Cafeteria service is provided on all full days, unless announced otherwise. There is no lunch on half days (middle school). Foodservice on weather-related early dismissals is handled on a case-by-case basis. In the event of a lunch cancelation, your account will not be charged for the meal you ordered.

Ordering Policy

A student must have an order placed by 8am, day of service, to receive a meal.

Cash & Check Payments

Families have the option to send in cash or a check to avoid the processing fees. Please allow two business days for the funds to post to the account. Please mark the envelope "Café" and make checks payable to Johnny's Kitchen Dining Services. We do not accept payment in the lunch line.

Refunds

There are no cash refunds on lunch accounts. It is advised to not overfund your account. A fund balance may be transferred to another middle school lunch account, such as a sibling or teacher.

Families should unselect their meal choices if a student is absent before 8am to avoid being charged for the day.

Themed Lunches

Over the course of the year, we communally celebrate several holidays as a school community with a specially prepared buffet themed lunch. Stay posted with our monthly ordering calendar regarding special meals for Thanksgiving, Christmas, Memorial Day and others.

Café Notices

Creating a lunch account will enroll you in additional reminders and announcements regarding lunch. Important notices are also sent from the school office. Typically, ordering for the upcoming month opens about 10 days prior to its start.

Celebration Treats

Freshly baked, nut-free cookies are available for order from the school café. The enclosed form must be sent in at least 7 days in advance.

Lunch Account Assistance

Mr. Lynch handles all lunch account matters for the middle school. If you are having an issue please reach out via email.

Questions... Please reach out!

John Lynch, Foodservice Director

Jlynch@holydisciplesschool.org

EZ School App New User Instructions Middle School

Please use a desktop or notebook computer on a standard web browser. Mobile devices have been known to create issues with this cloud-based portal.

Step 1. Create your parent account – **families new to middle school**

- Go to www.ezschoollapps.com and click "Signup."
- Type our school zip code in the box. Watertown's zip code is 06795.
- Use the drop down box to select Holy Disciples Catholic Middle School.
- Fill in the form with your contact information.
- Click "Send Account Creation Request." Your registration is complete when you see a pop-up box confirmation. Note you will need a separate parent login if you are using a current login for the elementary school.

Step 2. Link / add to your student(s)

Families already with a Middle School Account should start here to add additional student

- Go to www.ezschoollapps.com and click "Parent Login." Login to your account.
- Click the blue button that says "Missing Student." Enter last name.
- You will be prompted to add new student. Existing middle school parent accounts can add new students under their existing middle school parent accounts.

Step 3. Add your credit card information.

- Click the tab (left side) labelled "Credit Card."
- Click the button that says "Add Credit Card."
- Fill in your information and click "Save Credit Card."

Step 4. Add funds to your student(s) bank(s).

- Click the tab labelled "Meal Payment."
- Click the "Add Money" link to the right of your student's name.
- Complete the required fields and click "Add Amount."

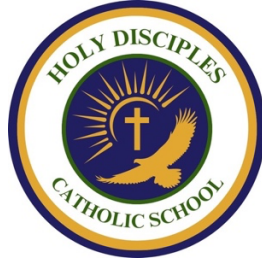
Note—to avoid excess processing fees, consider adding an amount that will cover meal selections for more than a single week (ex. \$50 or \$100). You may also make your selections first, then pay exact amount when you order.

Step 5. Make your student's meal selections.

- Click the tab labelled "Purchase Preorder."
- Be sure the correct student name is displayed at top right.
- Click the bubble next to your student's meal selections on applicable days.

Click "Save/Pay" at the bottom of the screen.

If you find yourself getting stuck with the account set up, don't hesitate to contact Mr. Lynch



Classroom Celebration Treat Request Form

Nut-free, freshly-baked cookies are available from the café for any occasion.
Treat-size cookies are available for \$.75 each.

Student's Name _____

Date For Treat _____ Grade _____

Select Flavor: Sugar Cookie Candy Cookie

#of Cookies _____ x \$.75 = _____ Total

_____ Charge My Lunch Account

_____ Cash / Check Enclosed (payable to Johnny's Kitchen)

Classroom Treat Policies:

Available to Middle School Students

7 Day Notice Requested

Service is not available on half-days

Student will come to kitchen during mealtime to pick up the treat tray

In the event of snow day, treats will be available next-day