

## Saint Thomas More Lunch Program

Welcome back and hello to our new families. At Saint Thomas More, we contract with local vendors to deliver lunch to our school each day. Your family can choose to order lunch, on any day, or bring lunch from home. On the following pages, you will find information about milk ordering, lunch ordering and volunteering. When sending in snacks or lunches from home, please do not pack loose nuts of any kind; we are a nut free school. Nut butters are acceptable, unless otherwise specified by your student's teachers. We have an allergy table for use by students with allergies. Please talk to your student and let your child's teacher know if you'd like them to sit there. Please consider volunteering for the lunch program. We cannot run the lunch program without volunteers!

---

### *Volunteering*

---

The lunch program cannot work without volunteers. We need 3 volunteers per day to get lunch and milk out to the students. Melanie Ubil, our lunch coordinator, will provide training sessions before you volunteer for the first time. This year we will need 2 volunteers to do a 2-hour shift and 1 volunteer to do a 1-hour shift. Times will be from 11:00AM-12PM or 11:00AM-1:00PM. It is a good opportunity to see your students with their friends at lunch, and if you volunteer once a month for the 2-hour shift and you can fulfill your 26 hours of volunteer commitment for the school. If you'd like to volunteer, please sign up on our signup genius:

[www.SignUpGenius.com/go/10C0544A9AB2DAB9-augustdecember](http://www.SignUpGenius.com/go/10C0544A9AB2DAB9-augustdecember)

---

### *Milk*

---

This year we continue to use RenWeb for ordering lunches. As with last year ordering milk will be on the RenWeb website. This year we will order milk yearly, this will be listed on August 27th. We have pints of 1% milk for \$.30 per day. You do not have to order lunches to receive the milk and you do not have to order milk to receive lunches. If you do not order milk, please remember to send a drink for your child.

---

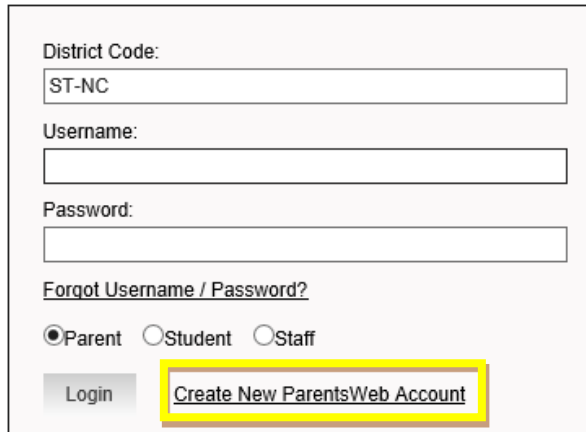
### *Ordering milk & lunch*

---

To order lunches and milk, you will log into RenWeb ParentsWeb <https://st-nc.client.renweb.com/pw/> using your login and password provided by the school. Reminders will be sent out via email when the lunch ordering period is opening and closing. We use a RenWeb service called Pay Now to pay for lunches. Much like PayPal, credit cards and e-checks can be used. Pay Now is encrypted and secure, and has a direct connection to the lunch website. Orders must be paid or they will not be processed and the order will not be placed.

To order, please log into ParentsWeb <https://st-nc.client.renweb.com/pw/>

Use our district code ST-NC and log in as a parent. If you have not logged into RenWeb before, please click on “Create New ParentsWeb Account” to create a new account. If you are a returning family, please log in with your username and password from last year.



District Code:  
ST-NC

Username:  
[ ]

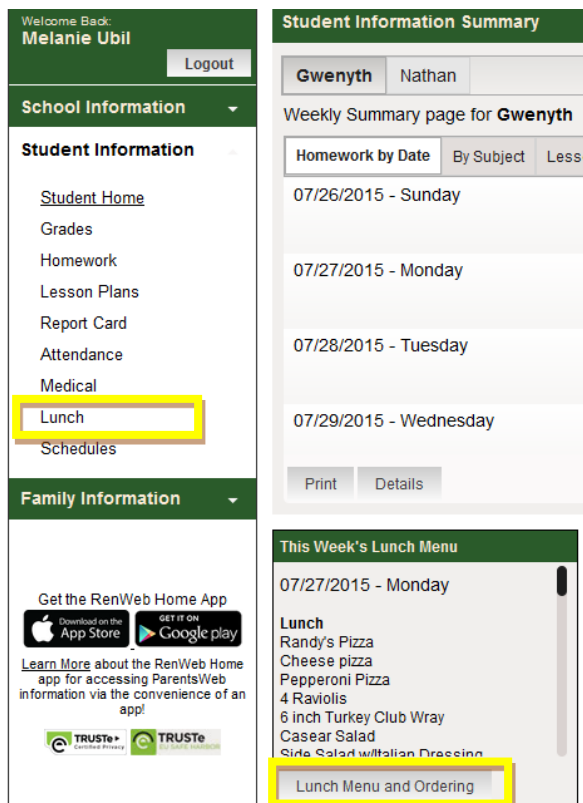
Password:  
[ ]

[Forgot Username / Password?](#)

Parent  Student  Staff

Login [Create New ParentsWeb Account](#)

There you will be taken to the opening screen of ParentsWeb. Please click on the [Student Information](#) link on the left and choose [Lunch](#) from the list that appears, or click on the “Lunch Menu and Ordering” in the box that says “This Week’s Lunch Menu”.



Welcome Back: **Melanie Ubil** [Logout]

**School Information**

- Student Information
  - Student Home
  - Grades
  - Homework
  - Lesson Plans
  - Report Card
  - Attendance
  - Medical
  - Lunch**
  - Schedules

**Family Information**

Get the RenWeb Home App  
Download on the App Store | GET IT ON Google play  
Learn More about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app!

TRUSTe Certified Privacy | TRUSTe

**Student Information Summary**

Gwenyth Nathan

Weekly Summary page for **Gwenyth**

Homework by Date | By Subject | Less

07/26/2015 - Sunday

07/27/2015 - Monday

07/28/2015 - Tuesday

07/29/2015 - Wednesday

Print Details

**This Week's Lunch Menu**

07/27/2015 - Monday

**Lunch**

- Randy's Pizza
- Cheese pizza
- Pepperoni Pizza
- 4 Raviolis
- 6 inch Turkey Club Wrap
- Casear Salad
- Side Salad w/Italian Dressing

[Lunch Menu and Ordering](#)

This will take you to another screen that shows the week-view calendar. When lunch is opened for ordering, click on the right-hand tab that says “Create Web Order”. That will take you to the ordering page.

This will take you to a page where you can pick classic or collapsible. If you pick collapsible, this will allow you to look at each child and each day separately. If you pick classic, you will scroll through every day, every line item. Both will be shown in this document.

This is classic view:

LUNCH ITEM	PRICE	QTY	TOTAL
<b>Lunch Items for Friday 07/31/2015</b>			
The Refectory Cafe	0.00		0.00
Grilled Chicken Caesar Salad	7.70		0.00
Asian Tempeh Salad	0.00		0.00
Turkey wrap	7.70		0.00
Turkey, cheddar wrap	7.70	1	7.70
Veggie and hummus wrap	7.70		0.00
Garden Side Salad	0.00		0.00
Housemade Tortilla Chips and hummus	0.00		0.00
brownie	0.00		0.00
<b>Sub Total for Friday 07/31/2015</b>			7.70
<b>Total for Gwenyth:</b>			7.70

Please order for each day that you would like to place an order and for each child you have at the school. At the bottom of the screen, it will give you a Grand Total. Please remember to click the “Order Items” button at the bottom of the screen.

Note: If an order for an item has been processed, you will not be able to change that item.

Grand Total 7.70

Order Items

This is collapsible:

Lunch Ordering

Gwenyth Nathan Rachel

### Lunch Order Form

Display Type:  Classic  Collapsible

▼ Gwenyth (\$1.55)

Note: If an order for an item has been processed, you will not be able to change that item.

- ▶ Lunch Items for Monday 07/25/2016 (\$1.55)
- ▶ Lunch Items for Tuesday 07/26/2016 (\$0.00)
- ▶ Lunch Items for Wednesday 07/27/2016 (\$0.00)
- ▶ Lunch Items for Thursday 07/28/2016 (\$0.00)
- ▶ Lunch Items for Friday 07/29/2016 (\$0.00)

When you click on the student you will see the days listed. Click on the days you'd like to order. It will show you a total for each child on each day of the week you order, and a total for the student. When you are done click on "order items".

Lunch Ordering

Gwenyth Nathan Rachel

### Lunch Order Form

Display Type:  Classic  Collapsible

- ▶ Gwenyth (\$1.55)
- ▶ Nathan (\$0.00)
- ▶ Rachel (\$0.00)

Note: If an order for an item has been processed, you will not be able to change that item.

**Grand Total: \$1.55**

Order Items

On the next screen, click on your payment method, either a bank account or credit card. Please enter your "Bank Account" or "Credit Card" information, enter the numbers and then click submit.

Please Provide Payment Information:

You will pay \$1.55.

Email address  
mubil@stmcscnc.org

Payment Information  
Billing Name \*  
Melanie Ubil

Bank Account  Credit Card

Card Number: \*  
Card Brands Allowed: Visa, MasterCard,  
American Express, Discover  
414

Expiration Date: \*  
01 | 2017

Validation Code (CVV): \*

Save this card for future payments

Submit

Please be advised that if you do not click "pay" on the "Verify Payment" page, your payment will not be processed.

### Verify Payment

Payment Amount \$1.55

A receipt will be emailed to this address.

Email Address mubil@stmcscnc.org

Billing Name Melanie Ubil

Account DISCOVER ending in 5420 expiring 01/21  
This card will be saved for future payments if it is charged.

Card Type CREDIT

If the information above is correct, select "Pay" and your account will be charged the stated amount. If something needs to be modified, please select "Edit Payment" to make your modifications.

Pay

Edit Payment

Cancel Payment

You will receive a confirmation email that you have paid.

**Standard Notification**

noreply@renweb.com  
Sent: Sun 4/4/2010 12:14 AM  
To: Brad Lee

Bradley Lee,

Your credit card payment was approved on 04/04/2010 at 00:13 AM.

Confirmation Number: 1453  
Payment Description: Pay Now  
Payment Amount: \$2.00

Regards,  
FACTS/NBS Payment Services

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.

If you look in the “Family Information” section of ParentsWeb and click on “Details” you will see your payment and your order. Please be aware that if you do not place your order you will still see a \$0 balance. You will only be able to verify if your order was placed if you click on “Details” and see the items listed. Also, if you re-click on the “create web order” your items will be listed as “Paid”.

Some things to note about this system:

- If using classic view, you can scroll through the whole month for each student. There are also tabs for each child, but you cannot switch back and forth between the tabs when placing the order.
- You’ll notice that the first 1 or 2 lines in the order form will have items that costs \$0.00. It is NOT necessary to “order” these items; this is just for your information. One of these items will show the day’s vendor. If you only click next to the vendor’s name, your child will not receive any food.
- I cannot block out days for field trips, so if you see your student’s class listed with the annotation “field trip” before the vendor’s name for that day, please do not order for that day. It is not necessary to order the \$0.00 field trip listed on that day.
- To reduce the amount of scrolling and the size of the calendar, when the email is sent letting you know that ordering is open for the month, I will attach a document with a full description of the items from the different vendors. Once the vendors are finalized for the year, the items and full description information will be on the [Lunch FAQ page](#) on our school website: [www.stmcsnc.org](http://www.stmcsnc.org), Parents and Students Tab.

We have a new vendor to try this year, Moe’s. We will also see the return of last year’s vendors: Rudino’s, Chick-fil-a, McAllister’s, Jason’s Deli, & PDQ.

If you have any questions or need assistance, please contact:

Melanie Ubil  
[mubil@stmcsnc.org](mailto:mubil@stmcsnc.org)  
919-949-6657