## HILLSIDE MEAL PRE-ORDER PROCESS

Hillside families are now able to preorder lunch meals online for their first through third graders through PaySchoolsCentral in lieu of teachers taking counts. Parents will order meals for 1 (one) week in advance with the PaySchools site accepting orders on Wednesdays at 8am, staying open through Fridays, closing at 10pm. This ordering period will be for meals to start that following week.

You will not be able to cancel an order once it is placed. Contact the main office staff should you need to make a cancellation. Accounts will not be charged should a child be absent from school or not take a meal. When ordering, the *PaySchools* system will verify there is enough money on your child's lunch account to pay for the lunch. Please be sure to add funds as needed to these accounts.

Reminder, this preorder process will **replace** your child ordering a lunch meal through their teacher each day so, please make sure to place those orders a week in advance (from Wednesdays to Fridays as noted above). If you have already placed an order for this week, we have it on record, along with the orders placed in the classrooms, and your children will be served accordingly. And as always, there will be extra meals available at Hillside should a child forget their lunch, or should a parent forget to place an order.

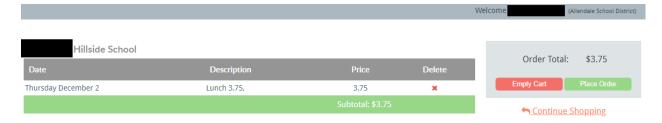
## Here's how to place an order:

- 1. Log into PaySchoolsCentral (<u>www.payschoolscentral.com</u>). For more information on PaySchoolsCentral, access our website here: <u>PaySchools Directions</u>.
- 2. At the right side menu, Select PRE ORDER MEALS.
- 3. Select your HILLSIDE student(s)' name (this is only for Hillside right now).
- 4. Click PRE ORDER MEALS.
- 5. Make your selection and click ADD TO CART.

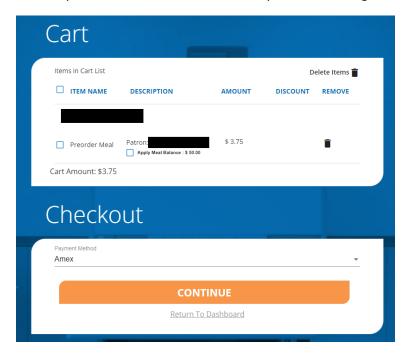




Once you've added all the meals to your cart, click CHECKOUT (in the upper right corner)



Confirm your cart and click PLACE ORDER, you will be brought back to PaySchools Central



To pay for your child's meals, you may apply your active meal balance or pay directly with a credit card. Click the dropdown arrow to the right of PAYMENT METHOD, make a selection, then click CONTINUE. Follow the PaySchools prompts to finalize your payment.

## Success

Thank you for your payment of \$0.00. A copy of your receipt has been emailed to you.

## **RETURN TO DASHBOARD**

Mon, Dec 6

Popcorn Chicken w/Tater tots 3.75

Meal Details

Purchased Click to cance