



School Year 2008-2009

To All Students, Parents & Guardians:

Subject: Hot Lunch

Beginning with our first day of school, we will be having Hot Lunch program. We will offer lunch on Monday thru Thursday as we have early dismissal on Fridays. The people who are providing the lunch will be:
Mondays - Bill and Sheila Fleet (Fleet's do the Hot Lunch program at Sacred Heart School for the last 6 years.

Tuesdays - ZPizza

Wednesdays - Fisherman's Market

Thursdays - every other is City Wok and Windy City Deli

LUNCH FOR 2008-2009 CAN ONLY BE ORDERED AND PAID FOR ONLINE.

The lunch menu will be available once a month (usually the 2nd week of the month prior) and need to be completed by the date noted on the announcements on Renweb. *Currently lunch is open for ordering for first month and ordering will close on August 5th.* **NO LATE ORDERS WILL BE ACCEPTED.**

All orders this year must be done on RENWEB and paid for on RENWEB. The payments can be Credit Card (you pay the fee) or ACH-Checking/Savings (Xavier pays the fee).

Attached are instructions for ordering lunch on Renweb.

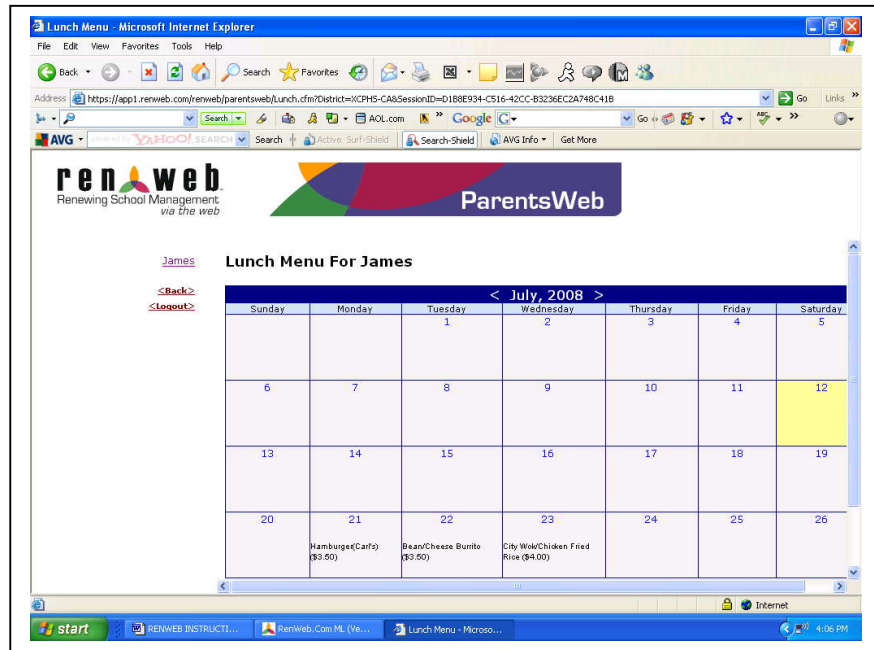
If you have any questions, please call the office at 601-3900.

Sincerely,

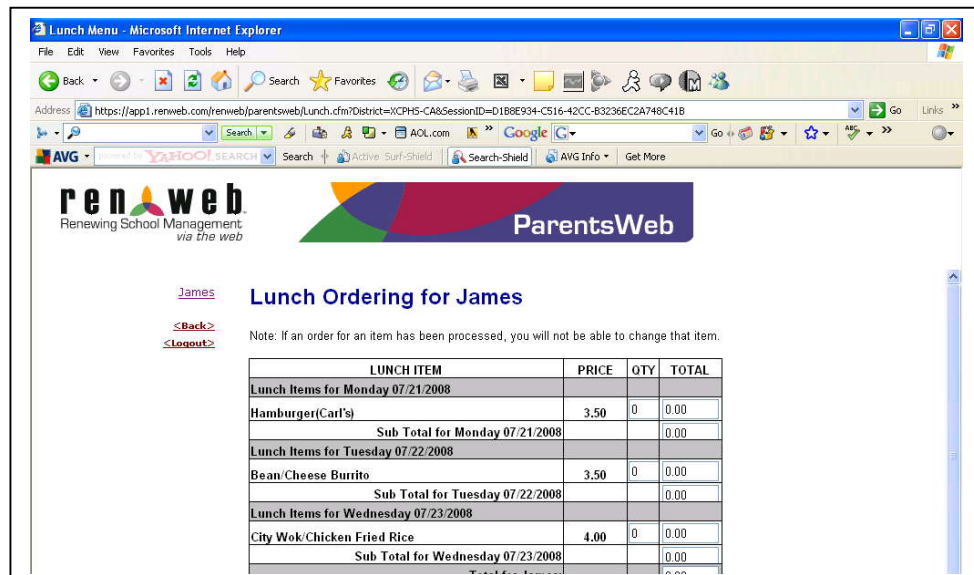
Xavier College Preparatory High School

TO ORDER and PAY for LUNCH

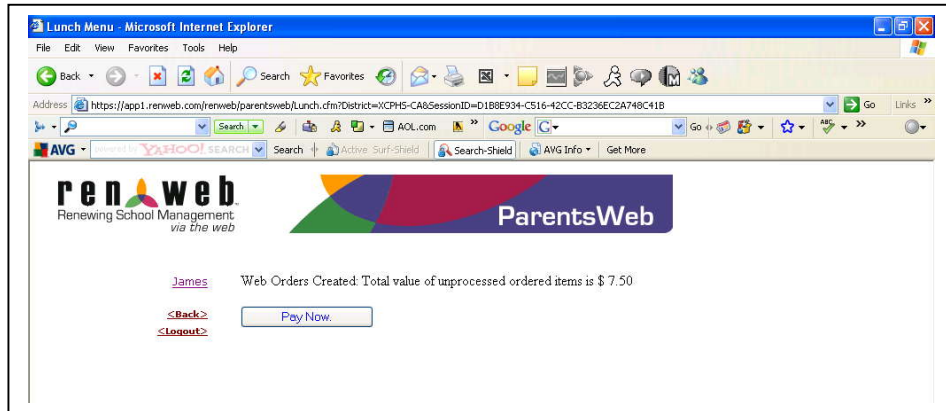
STEP 1: Click on the Lunch Menu tab on Renweb's main page. The screen below will appear after you click on the student's name you are ordering for. When you see the screen below, scroll down to the bottom of the page and select **Create Web Order**.



STEP 2: On the Lunch Ordering page, select the **QTY** of the items you wish to order and click the tab button to calculate the total. When complete, click the **ORDER ITEMS** button at the bottom of the page to complete the order.



STEP 3: The next screen will tell you “Web Orders Created: Total value of unprocessed ordered items is \$ ____”. **In order to process the order, click the PAY NOW button.**



STEP 4: The following screens allow you to pay for and complete your lunch order. Payment methods accepted are ACH (checking or savings account deductions, Xavier pays the convenience fee) or CREDIT CARD(you pay the convenience fee, the convenience fee will be provided to you prior to completing the order). Submit your payment and print a receipt for your records.

To view your student’s lunch items go back to the Lunch Menu screen and see the ordered items in blue.

