



LOG-ON FOR FIRST TIME USERS:

- Go to school website, www.smmcs.org
- Click on “Parents” tab on tool bar.
- Select **School Lunch**.
- Click on the link for the **Hot Lunch Online Website**
- Click on “create an account now”
- Create your account by providing required information.
- Click on “student” tab and “create new student”.
- Enter your student’s last name and first name. Select school and grade from drop-down menu. **Everyone** will select the “A” section of grade, for example, K1, 1A, 2A, 3A, etc. Geomar will update this information on the first day of school.
- Click on “submit”.

LOG-ON FOR REGISTERED USERS: (Because your student has changed grade, you must follow the following steps)

- Use your existing log-on and password, BUT THEN,
- Click on “student” tab, then “create new student” using the current grade (everyone will select the “A” section of grade. Geomar will update this information on the first day of school.)
- “Remove” old information from last year.

TO ORDER MEALS (FOR ALL USERS):

- Click on “order” tab.
- Select student (if you have more than one student)
- Using **monthly calendar**, click on desired date and make lunch selection for that day.
- Review order using “history” tab.
- Any changes may be made by clicking on “change order”.
- When order is correct, proceed to “Checkout” on bottom right hand corner of screen.
- Now you can either pay with a credit card or log in to your Pay Pal account. Even if you do not have a Pay Pal account, your order will still be processed using the Pay Pal secure payment site.

FORGOTTEN LUNCH POLICY 2018-2019:

- In the event that a student forgets to bring a lunch from home **OR** if a parent does not place a lunch order online, GEOMAR will provide a lunch consisting of sandwich, chips, vegetable or fruit of the day and milk.
- Parent’s PayPal account will automatically be charged \$4.50 **OR** parents without an account will be billed \$4.50.

NO REFUND POLICY 2018-2019:

- There will be no refunds for pre-ordered lunches if a student is out sick, on a field trip, attending a special event, etc. Be sure to check the classroom and/ or school online calendar before placing your lunch order. If there is weather related school closure, lunch purchases will be credited to your account. There will be no make up day.

OPEN HOUSE:

- Please plan to attend the Meet the Teacher Open House on August 11, 2018. GEOMAR representatives will be available to answer questions about the school lunch program.

Please remember that all ordering is done directly through the lunch vendor, GEOMAR, and not through the school office. If you are billed for meal, check should be made payable to GEOMAR. You may view menu and order on-line **beginning Aug. 10th**. Lunch orders must be placed **two days prior** to the date of lunch service. Be sure to read the on-line newsletter for future ordering information.

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