# School Lunch
## Collegedale Academy Elementary & Middle

At Collegedale Academy Elementary & Middle Schools, we use the LunchTime software for meal orders and online payments, so you will need to set up a LunchTime Account. A major benefit is that it enables you to pay for school lunches online with ACH or a credit card (with a service fee). Cash and check payments can also still be made at the front office. **Parents need to PRE-ORDER lunch for their child(ren) BEFORE 8:30 am**. Multiple orders for lunches can be made ahead of time, but students will NOT be able to order in their classroom. Lunches cost $5.00 and drinks cost $0.50.

- Students will not be able to order in the classroom.
- Parents will need to preorder with the LunchTime app or website BEFORE 8:30 am.
- Lunches can be preordered weeks in advance.
- You can pay online with a credit card or ACH, or you can send cash or check to the school.

### New Users: Set Up A LunchTime Account
- Visit **schoolpaymentportal.com** or scan the QR code below on your phone.
- The first time that you visit the website, you will need to create an account and follow the instructions.
- Once you are logged in, click the Add Student button.
- Enter the School's Zip Code, **37315**, continue, and select **Collegedale Academy**.
- Enter your student's school **ID number** (it's on your financial statement) and information for each student you wish to add to your account.

### To Preorder Lunches:
- Click the **Meal Pre-Order** button and make your selections.
- Be sure to **check out from the cart** when you are finished.

### To Make Payments:
- Click on **Cafeteria Deposit** in the main menu. (On the website, it's a button about halfway down the main page.)
- Enter the Deposit Amount for each Student listed and click the Continue button.
- Follow the screen prompts to set up your payment options.
- Please note that there will be a service fee when you make payments. (Credit Cards: 2.3% + $1.00 per transaction)
- You may still bring clearly marked cash or check payments to the front office if you prefer that method of payment.

**Scan the QR code to set up your account, order lunches, and make lunch payments. Or visit schoolpaymentportal.com.**



### LunchTime
#### CAFETERIA DATA MANAGEMENT