

# *TKCS LUNCH PROGRAM*

## How to order lunches:

Go to [www.tkcs.org](http://www.tkcs.org) and click on **Lunch Program** on the left side of the Home Page.

Returning Families will login using the same login codes from last year. (Please remember that your login for the lunch program is an email address). If you have a new student to add, select the 'ADD NEW CHILD' option to add them to your account.

First time users will select the 'NEW USERS CLICK HERE' login option. You will then be asked to enter the school code: **11KCSNJ**. You will then enter your family information and create your personal login password.

Click on the '*Place Order*' link in the left column, and then click the name of the student for whom you wish to place an order for. Continue by entering the number of entrees desired for each day. When you are finished ordering for that student, click on the '*Review Order*' button. Once the order is placed and confirmed, please print out the confirmation page and submit it along with the amount due (checks should be made payable to *TKCS*). You will receive a confirmation email showing what has been ordered for your family.

Ordering begins on the 10<sup>th</sup> and must be completed by the 25<sup>th</sup> of the month prior to the one which the lunches will be provided.

- ◆ Please submit payment to one of the school offices once you place your order. We pay our lunch vendors with your lunch payments.
- ◆ If you have more than one student in school, you will need to place orders for each student; however, one payment should be sent in.
- ◆ If your student is absent one of the days you ordered lunch for them, you must call the Attendance Hotline by 9am to receive credit for the lunch.

Please direct all inquiries to Mrs. Susan Roselli at [sroselli@tkcs.org](mailto:sroselli@tkcs.org)