

Ordering Lunches through Sycamore and General Lunch Information

All families interested in ordering hot lunches for their children are required to do so online. If your student is an everyday eater, you will be able to complete a "STANDING ORDER" form so your student can eat every day throughout the year. To order school lunch for your child and to check your "cafeteria" account balance, please follow the directions listed below.

- You can load money onto your student's lunch account by bringing payment to the school office.
 1. Order hot lunch by going to www.sycamoreeducation.com
 2. Click "Login"
 3. Our School ID is 1111
 4. Enter your username and password
 5. In the column to the left, click "MY ACCOUNTING"
 6. Click "CAFETERIA"
 - a. To order lunches click "ORDERS"
 - b. Select the meal on the days you want your child/children to order hot lunch.
 - c. To submit your order, you MUST click the "UPDATE" tab in the top right corner before switching to a new page.
 - d. You also have the option to print the page if you would like to have a copy of what you ordered.
- To check your cafeteria family account balance, click "ACCOUNT"
- Please check this tab often to be sure your account stays positive. Families whose account has a negative balance of \$25.00 will not be allowed to charge lunch until the balance is paid.
- Your balance only reflects the lunches that have been received and not your pre-ordered lunches.
- This tab will also show if your child/children has had any "CHARGED" lunch.

If you have any questions regarding your lunch account or cafeteria questions, please contact Lyndsey Vanderpool @ lvanderpool@plazaheightsacademy.com