

# WORTH SCHOOL DISTRICT 127

DISTRICT OFFICE

DR. ROSEMARY LUCAS ADMINISTRATIVE CENTER

11218 SOUTH RIDGELAND AVENUE

WORTH, IL 60482

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September 12, 2019

Dear Parents/Guardians:

The breakfast and lunch program ordering period for the month of **October 2019** is now open. When you order on-line, error is minimized and you automatically receive an e-mail confirmation of your order. Step by step ordering instructions are printed on the back of this letter, and posted on the district website:

[www.worthschools.org](http://www.worthschools.org)

Here are a few things to keep in mind when ordering meals for your child:

- **If you order a meal for your child, the child must take the meal.** Review the attached menu for meals that your child will eat. Only order for days that your child will take the meal. Please order carefully based on your child's preferences.
- Parents will place the order **ON-LINE** and select the breakfasts and lunches that their children will eat.
- **If you do not receive an e-mail confirmation, the ordering process was not completed properly.** Please contact the Nutrition Hotline as soon as possible for further assistance. Once the ordering window is closed, we are unable to assist with any errors that may have occurred.
- **The on-line ordering window is open for 10 days, from September 12<sup>th</sup> to September 22<sup>nd</sup>.** Please attempt to order on-line early, in case you encounter a problem.

## **There is no exception to this deadline.**

If you do not have on-line access, you may go to the district office and use a computer provided during regular business hours. Please call the Nutrition Hotline at 708-671-3903 if you need assistance or have any further questions.

Menus, detailed ordering steps, dietary information and other details are posted on the Worth School District 127 website: [www.worthschools.org](http://www.worthschools.org)

**On-line ordering deadline is midnight on Sunday, September 22<sup>nd</sup> for the breakfast/lunch period of Tuesday, October 1<sup>st</sup> through Thursday, October 31<sup>st</sup>.**

## On-Line Ordering Instructions:

1. Go to the website: [www.mymealorder.com](http://www.mymealorder.com)
2. Click the green box “REGISTER FOR A FREE ACCOUNT”
3. Select the State: ILLINOIS; Select the District: WORTH SCHOOL DISTRICT 127
4. Complete the registration page. The information you enter on this page will be used again for future month’s orders. Be sure to make note of the user name and password that you choose.
5. You can add one or more children to the parent login. In order to add a child, you must have a student ID number for each child. You will need this information to complete the process.
6. For each child in the family, you can select the days for which you would like to order breakfast and lunch. It is best to select “month view” tab on the left side of the screen, so you can view the entire month’s options. Be sure to click “Add to Cart” for the meals your child would like. There is no need to order milk; however, please remember, only white milk is available in the morning for breakfast. For lunch, chocolate or white milk are available options.
7. When selections are complete, click on the green box “View Cart” on the right side of the screen. If your order is complete, click on the green box “Checkout”. A final order confirmation will appear, then click the green “Place Order” box at the right side of the screen.
8. A summary of the meals ordered for the month will appear. You can print this order for reference during the month. A summary of meals ordered for the month will also be e-mailed to you. **If you do not receive a confirmation e-mail, it is possible that the order did not go through and is not complete.** In this case, please call Ms. Linda at the District Office at 708-671-3903.

\*Dietary information for all menu items are available on the order pages on [www.mymealorder.com](http://www.mymealorder.com)\*

If you have any questions regarding the process for ordering breakfast and/or lunch, please call 708-671-3903 and we will be happy to assist you. We can also assist you with on-line orders – we have computers available at the Administrative Offices so parents and guardians can come in and place on-line orders.

Parents/guardians can expect menus to be sent home via their child around the middle of each month for the following month. Menus will also be posted mid-month (for the next month) on the Worth School District 127 website: [www.worthschools.org](http://www.worthschools.org)

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