

HILLSIDE MEAL PRE-ORDER PROCESS

Hillside families are now able to preorder lunch meals online for their first through third graders through *PaySchoolsCentral* in lieu of teachers taking counts. **Parents will order meals for 1 (one) week in advance with the *PaySchools* site accepting orders on Wednesdays at 8am, staying open through Fridays, closing at 10pm. This ordering period will be for meals to start that following week.**

You will not be able to cancel an order once it is placed. Contact the main office staff should you need to make a cancellation. Accounts will not be charged should a child be absent from school or not take a meal. When ordering, the *PaySchools* system will verify there is enough money on your child's lunch account to pay for the lunch. Please be sure to add funds as needed to these accounts.

Reminder, this preorder process will **replace** your child ordering a lunch meal through their teacher each day so, please make sure to place those orders a week in advance (from Wednesdays to Fridays as noted above). If you have already placed an order for this week, we have it on record, along with the orders placed in the classrooms, and your children will be served accordingly. And as always, there will be extra meals available at Hillside should a child forget their lunch, or should a parent forget to place an order.

Here's how to place an order:

1. Log into PaySchoolsCentral (www.payschoolscentral.com). For more information on PaySchoolsCentral, access our website here: [PaySchools Directions](#).
2. At the right side menu, Select PRE ORDER MEALS.
3. Select your HILLSIDE student(s)' name (this is only for Hillside right now).
4. Click PRE ORDER MEALS.
5. Make your selection and click ADD TO CART.

The screenshot shows the PaySchoolsCentral interface. At the top, there is a navigation bar with a link to "Print Calendar Menu" and a user greeting "Welcome [redacted] (Allendale School District)". Below this, there are two tabs: "Week" (selected) and "Month". A green banner indicates the current view is for the "Week of November 29, 2021". Underneath, a calendar grid shows the days from Monday, Nov 29 to Friday, Dec 3. The meals for the week of Dec 1-3 are: Monday, Nov 29: "No Meal Scheduled"; Tuesday, Nov 30: "No Meal Scheduled"; Wednesday, Dec 1: "No Meal Scheduled"; Thursday, Dec 2: "BONELESS WINGS W/DIPPING SAUCE 3.75" with a green "Add to Cart" button and a "Meal Details" link; Friday, Dec 3: "No Meal Scheduled". On the left side, there is a "Print Menus in Cart" link, a "Print Purchased Menus" link, and a section for "Hillside School" with a redacted name.

Print Calendar Menu Welcome [Redacted] (Allendale School District) | [Checkout](#)

Week | Month Week of November 29, 2021

[Print Menus in Cart](#) | [Print Purchased Menus](#)

	Mon, Nov 29	Tue, Nov 30	Wed, Dec 1	Thu, Dec 2	Fri, Dec 3
[Redacted] Hillside School	No Meal Scheduled	No Meal Scheduled		BONELESS WINGS W/DIPPING SAUCE 3.75 Meal Details Remove from Cart	

Once you've added all the meals to your cart, click CHECKOUT (in the upper right corner)

Welcome [Redacted] (Allendale School District)

[Redacted] Hillside School

Date	Description	Price	Delete
Thursday December 2	Lunch 3.75,	3.75	×
		Subtotal: \$3.75	

Order Total: \$3.75

[Empty Cart](#) [Place Order](#)

[Continue Shopping](#)

Confirm your cart and click PLACE ORDER, you will be brought back to PaySchools Central

Cart

Items in Cart List Delete Items

<input type="checkbox"/>	ITEM NAME	DESCRIPTION	AMOUNT	DISCOUNT	REMOVE
<input type="checkbox"/>	[Redacted]				
<input type="checkbox"/>	Preorder Meal	Patron: [Redacted]	\$ 3.75		
<input type="checkbox"/>		Apply Meal Balance : \$ 50.00			

Cart Amount: \$3.75

Checkout

Payment Method
Amex ▼

[CONTINUE](#)

[Return To Dashboard](#)

To pay for your child's meals, you may apply your active meal balance or pay directly with a credit card. Click the dropdown arrow to the right of PAYMENT METHOD, make a selection, then click CONTINUE. Follow the PaySchools prompts to finalize your payment.

Success

Thank you for your payment of \$0.00. A copy of your receipt has been emailed to you.

[RETURN TO DASHBOARD](#)

Mon, Dec 6

Popcorn Chicken
w/Tater tots 3.75

[Meal Details](#)

Purchased
[Click to cancel](#)