



Schoolhouse Fare, LLC
Choice Lunches Delivered to Your School

University High School of Indiana

WELCOME TO SCHOOLHOUSE FARE-THE FAST AND EASY WAY FOR YOUR STUDENTS TO EAT RIGHT AT SCHOOL

Schoolhouse Fare provides an online lunch order solution featuring an ala carte menu so that you can create your student's daily lunch. A different restaurant menu is available each day of the week offering a variety of popular and healthy lunch choices – all transfat free. In support of our effort to promote healthy balanced lunches, the nutritional profiles of the menu items have been reviewed by nutrition expert, Dr. Ann Kulze.

**On July 25, 2011, registration and ordering will begin for the 2011-2012 school year.
The August and September menus will be available beginning on July 25.
YOU CAN PLACE LUNCH ORDERS UP TO 7 DAYS PRIOR TO LUNCH DATE.**

RETURNING REGISTERED PARENT/STAFF

If you used the system last year, you will not need to complete a new Parent Profile, as this information has been retained: **however you will need to enter your student(s) profiles for the new year.**

1. Go to <http://orders.schoolhousefare.com>, log-in with user name and password-click **"Profiles"**
2. Scroll down to **"How to Manage My Profiles"** and enter **school password: (contact school office or Schoolhouse Fare)** - then click **"Add School"**
3. Enter Student(s)/Staff name and choose the **"room/teacher/grade"** from the drop down menu
4. Click **"add profile"** for each student you are registering and click **"finished"** ONLY after all students are added
5. Go to **"Order"** to begin


NEW PARENT/STAFF

1. Go to <http://orders.schoolhousefare.com> click **"Register"**
2. Complete Account Information and enter **School Password: (contact school office or Schoolhouse Fare)**
3. Enter Student(s)/Staff information and choose **"room/teacher/grade"** from the drop down menu
4. Click **"add profile"** for each student you are registering and click **"finished"** ONLY after all students are added
5. Login with your user name and personal password that you set during registration; Go to **"Order"** to begin

ORDERING INFORMATION

Food Questions- Call 843-297-8030 or email info@schoolhousefare.com, please note student's name and grade

Ordering Notes:

- Make sure that you are in the correct month
-  Days marked with this icon contain specific messages regarding no lunch days or field trips
- Be sure to proceed to **checkout** (shopping cart icon) and process payment with check or credit card (**Orders that are left in the shopping cart will NOT be processed.**)
- You will receive an email confirmation upon completion of your order
- You can view the menu before you order- click on fork and knife icon -**"Menu At A Glance"**
- You can print your order after payment - click on printer icon **"Print Purchased Items"**
- Changes, additions or cancellations can be made provided that they are done during the open ordering period each month. Credits will apply to your next order.
- Late Orders are not accepted
- If the total monthly order is less than \$15, a \$1.00 fee is charged at checkout
- Refer to the account welcome page to view Dr. Ann's Top Picks for Health

PAYMENTS

VISA, MASTER CARD, DISCOVER, DEBIT CARD (w/VISA OR M/C LOGO) OR PERSONAL CHECK –MAIL TO SCHOOLHOUSE FARE

PLEASE CONTACT US WITH ANY QUESTIONS OR IF YOU NEED ASSISTANCE.

Thank you for using Schoolhouse Fare for your student's lunches.

Carol Fair and Bradley Morrow