


School lunch planning is now available online to Country Day School Families. The Online Lunchbox provides parents the ability to view the scheduled lunch menu and to pre-plan lunches for their student(s). Parents have the choice of paying for their lunches online via PayPal\credit card or saving their selections and paying in the office. Parents can also receive an email prior to the start of the upcoming week with their child’s order.

Weekly school menus are posted and available to everyone by accessing <http://www.countrydaylargo.com/parents/LunchMenu.aspx>. On this page (see figure 1) visitors can see what lunch items are available for the current and upcoming week(s). Users can navigate from one week to the next by click on the ‘Previous Week’ or ‘Next Week’ links above the menu table. A user can jump further ahead in the schedule by clicking on the calendar icon next to ‘Jump To’. Click on the small printer icon in the upper right corner of the page to make a printable copy of the menu.

**Weekly Lunch Menu** [Login](#) 

This page is used to display the current and upcoming week’s planned lunches. Click on the ‘Next Week’ link to move to upcoming weeks. If you are a parent with a website login, you can plan your child’s menu choices in advance as well as pay for them online using our secure payment process.

[Previous Week](#) [Week of 7/19/2010](#) [Next Week](#)

Monday - 7/19	Tuesday - 7/20	Wednesday - 7/21	Thursday - 7/22	Friday - 7/23
<b>Favorites!</b>	<b>Sandwich Day</b>	<b>Pizza Day</b>	<b>Pasta Day</b>	<b>TGIF!</b>
<b>Entree:</b> Chicken Nuggets Veggie Nuggets Chef Salad Vegetable Garden Salad Ham & Cheese Sandwich Turkey & Cheese Sandwich Veggie & Cheese Sandwich  <b>Beverage:</b> White Milk Chocolate Milk Apple Juice Orange Juice Bottled Water	<b>Entree:</b> Corn Dog Veggie Hot Dog Caesar Salad Vegetable Garden Salad Ham & Cheese Sandwich Turkey & Cheese Sandwich Veggie & Cheese Sandwich  <b>Beverage:</b> White Milk Chocolate Milk Apple Juice Orange Juice Bottled Water	<b>Entree:</b> Pizza-Pepperoni Pizza-Cheese Breadsticks Italian Chef Salad Vegetable Garden Salad Veggie & Cheese Sandwich  <b>Beverage:</b> White Milk Chocolate Milk Apple Juice Orange Juice Bottled Water	<b>Entree:</b> Cheese Ravioli w/ Meat Sauce Cheese Ravioli w/ Marinara Caesar Salad w/ Chicken Vegetable Garden Salad Ham & Cheese Sandwich Turkey & Cheese Sandwich Veggie & Cheese Sandwich  <b>Beverage:</b> White Milk Chocolate Milk Apple Juice Orange Juice Bottled Water	<b>Entree:</b> Nachos w/ Beef & Cheese Nachos Veggie Meat & Cheese Tuna Chef Salad Vegetable Garden Salad Ham & Cheese Sandwich Turkey & Cheese Sandwich Veggie & Cheese Sandwich  <b>Beverage:</b> White Milk Chocolate Milk Apple Juice Orange Juice Bottled Water

Figure 1: Online Lunchbox - Guest View of Weekly Menu

A website username and password are required for a parent to access the online lunchbox. These credentials can be provided by contacting the school administration office directly.

Once received, you can log into the website by clicking on the Member Login link in the upper right corner of the website. Enter the provided user name and password when prompted (see figure 2). Passwords are case sensitive.

If you've forgotten your password, click on the 'Forgot your password' link to have an email containing the password sent to the email address on file.

To log out of the website, click on the 'log out' link in the upper right corner of the website or simply close the web browser.



The screenshot shows a login form with the following elements:

- Header:** Enter your website user name and password below
- User Name:** A text input field.
- Password:** A text input field.
- Login:** A blue button.
- Links:** [Create a new account...](#) and [Forgot your password?](#)

**Figure 2: Website Login**

After logging into the website, you can view and edit your account information by clicking on the 'My Account' link located in the quick links located in the top-right corner of the website or on the left navigation bar in the Parents section of the website. From the My Account page you can modify your name, email address, contact information, emergency contacts, and reset your password (see figure 3). Changes to your child's online information is accomplished by contacting the school administration office.

**My Account:**

Update the information below and press the Save button to save and exit.

**User Name:** coakey

**First Name:**  \*

**Last Name:**  \*

**Email Address:**  \*

**Home Phone:**  \*

**Cell Phone:**

**Primary Emergency Contact Name:**

**Primary Emergency Contact Phone:**

**Secondary Emergency Contact Name:**

**Secondary Emergency Contact Phone:**

\* indicates required field

Figure 3: My Account Page

After logging into the website, parents can go to the Weekly Menu page to begin planning their child’s lunch menu. Days that are available for planning will have check boxes and entry fields depending on the type of menu item (see figure 4). Menu choices are made by ‘checking’ the desired item or by entering the number of items. In the example in Figure 4, the parent has selected a Corn Dog for Tuesday and 2 slices of Cheese Pizza for Wednesday. Totals are updated automatically after navigating to the next or previous week or by clicking on the Review Order & Checkout button.

For parents with multiple children, lunch menus are planned per student. Parents must select the desired students name at the top of the page and make their selections for that child.

To see all your selections at once, go to the Review Order page by clicking on the ‘Review Order & Checkout’ button at the bottom of the page. You can always return to the planning page to continue if you wish to continue adding or removing menu items.

Tuesday - 7/27	Wednesday - 7/28
<b>Sandwich Day</b>	<b>Pizza Day</b>
<b>Entree:</b>	<b>Entree:</b>
<input checked="" type="checkbox"/> Corn Dog ..... \$3.50	<input type="checkbox"/> Pizza-Pepperoni ... \$0.00
<input type="checkbox"/> Veggie Hot Dog .... \$3.50	(\$2.00/slice)
<input type="checkbox"/> Caesar Salad ..... \$3.50	<input type="text" value="2"/> Pizza-Cheese ..... \$4.00
<input type="checkbox"/> Vegetable Garden ..... \$3.50	(\$2.00/slice)
<input type="checkbox"/> Ham & Cheese ..... \$3.50	<input type="checkbox"/> Breadsticks ..... \$0.00
<input type="checkbox"/> Sandwich ..... \$3.50	(\$2.00/each)
	<input type="checkbox"/> Italian Chef ..... \$3.50
	Salad

Figure 4: Example Menu Items

[Review Order & Checkout](#)

**Cart Total: ..... \$7.50**

Figure 5: Lunchbox Totals

To clear a saved lunchbox, click on the ‘clear lunchbox’ in the lower left corner of the page or you can simply log out by clicking on the log out link in the upper right (or by closing your web browser).

\*\* If you wish to add special instructions to the kitchen staff regarding a specific menu item, you will have the opportunity to do so after clicking on the ‘Review Order & Checkout’ button.

After you have added all the items to your lunchbox, click on the ‘Review Order & Checkout’ button at the bottom of the Menu Planner page. This will take you to the Lunchbox Contents page (see figure 6). This page provides a summary view of your choices and provides an opportunity to add special instructions or notes regarding individual menu selections. In the example below, the parent has click on the ‘add’ link on the Peanut Cheese Pizza row and has entered that the kitchen staff should use with hold the sauce of the pizza. After reviewing the order, you can print your order, pay for the scheduled lunch online via secure process, save your cart to pay in person, or return to the menu planning page.

**Save and Pay Later:** If you choose the ‘Save & Pay in Person’ option, you can still pay for the order online at a later time by viewing the saved order on the Order History page. View the unpaid order and select the ‘Pay Online Now’ button which will take you to this page.

Please note that if you choose the ‘Pay in Person’ option, the menu selections **will not** appear in the kitchen staff daily preparation report until the order is marked as paid. You must call or visit the school administration office to coordinate payment of the order. Payments made to the office can be made by credit card, check or cash. Online payments are made through PayPal but a PayPal account is not required for parents wishing to use their credit cards.

**Changes and Lunch Credits:** On some occasions you may have a need to make changes to a lunch order that has been paid (ex. Child was kept home for a sick day). Please contact the school office as soon as you can and ask them to change your paid lunch order for that day. On these occasions, a lunch credit will be applied to your account which will be applied on your next order. The adjusted total will be applied when you save the order and either pay online or pay in person.

**Lunchbox Contents**

Please review your menu selections below. Click [here](#) if you would like to return to the menu planning page to change your selections. Use the printer icon on the right to print your menu selections. When you are ready, press the 'Pay Online Now' button to purchase your selections via our secure, online payment process. To pay for your lunches in person or by phone, press the 'Pay in Person' button and your selections will be saved. A school representative can then access your lunchbox and coordinate payment directly with you.

Your lunch box credit of \$2.50 will be applied to this order when you choose your payment option.

Return to Menu Planner
Save & Pay Online Now
Save & Pay in Person

Date	Item	Quantity	Notes	Price	Total
<b>7/27/2010</b>					
	Dedra Oakey      Corn Dog	1	<a href="#">special instructions</a>	\$3.50	\$3.50
<b>7/28/2010</b>					
	Dedra Oakey      Pizza-Cheese	2	<a href="#">special instructions</a>	\$2.00	\$4.00
<b>Total:</b>					<b>\$7.50</b>

Figure 6: View Lunchbox Page

To pay for your lunch selections using our secure payment process, click on the 'Pay Online Now' button at the top of the Lunchbox Contents page. This will take you to the PayPal homepage (figure 7). If you have a PayPal account, you can log into PayPal and continue the payment process. If not, you can click the 'Continue' link in the lower left corner (above the credit card icons) and pay using the credit card of your choice.

**Largo Montessori School, Inc.**

**Lunchbox Contents (2 items)** **Total: \$6.50 USD**

**Pay with Credit Card or Log In**  Secure Payments

[Learn more](#) about PayPal - the safer, easier way to pay.

**Enter your billing information** **Already have a PayPal account?**

Country:

First Name:

Last Name:

Credit Card Number:

Payment Type:

Expiration Date:  /  CSC:  [What's this?](#)

Billing Address Line 1:

Billing Address Line 2:  (optional)

City:

State:

ZIP Code:

Home Telephone:

Email:

Cancel and return to [Largo Montessori School, Inc.](#)

**Please log in**

Email:

Password:

Forgot [email address](#) or [password](#)?

Figure 7: PayPal Homepage

After logging into PayPal or filling out the credit card payment information, you will then be presented with a Review Order page (figure 8). Click the Pay Now button at the bottom of the page to complete the transaction.

## Largo Montessori School, Inc.

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**Review your payment** PayPal Secure Payments

If the information below is correct, click **Pay Now** to complete your payment.  
[View PayPal policies](#) and your payment source rights.

Description	Unit Price	Quantity	Amount
Lunchbox Contents (2 items)	\$6.50	1	\$6.50

**Total: \$6.50 USD**  
[Enter gift certificate, reward, or discount](#)

**Pay Now**

Payment Method: Instant Transfer : Bank of America Checking (Confirmed) \$6.50 USD  
xxxxxx9795  
PayPal will use Visa XXXX-XXXX-XXXX-6710 to fund this transaction if your bank does not have enough funds.  
[Change](#)

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Contact Information: carrie.oakey@aol.com

**Pay Now**

Cancel and return to [Largo Montessori School, Inc.](#)

PayPal. The safer, easier way to pay.  
For more information, read our [User Agreement](#) and [Privacy Policy](#).

**Figure 8: PayPal Review Order Page**

After clicking the Pay Now button on the PayPal review order page, the next page displayed will be the payment confirmation page. You can print the receipt for your records or click on the orange button to return back to the school website.

The screenshot shows a payment confirmation page for Largo Montessori School, Inc. The page features a blue header with the school's name. Below the header, a message in orange text says "Carrie, thank you for your payment". To the right of this message is the PayPal logo and "Secure Payments" with a lock icon. The main content area includes a receipt ID (1716-4555-6259-3649) and a note that an email with the order summary has been sent to coakey@tampabay.rr.com. Under the heading "MERCHANT CONTACT INFORMATION", the contact details for Country Day School, inc. are listed: admin@countrylargo.com and 727-596-1902. A prominent orange button labeled "Return to Country Day School's website" is centered on the page. Below this button are links for "View Printable Receipt" and "reset it" for password recovery. At the bottom, there is a "Site Feedback" link, the PayPal slogan "PayPal. The safer, easier way to pay.", and a link to "User Agreement and Privacy Policy". A dark blue footer bar contains navigation links: "Fees | Privacy | Security Center | Contact Us | User Agreement" and the text "PayPal, an eBay Company". Below the footer bar, the copyright notice "Copyright © 1999 - 2008 PayPal. All rights reserved." and a link for "Information about FDIC pass-through insurance" are visible.

**Largo Montessori School, Inc.**

**Carrie, thank you for your payment**

**PayPal** **Secure Payments**

Receipt ID: 1716-4555-6259-3649  
An email with your order summary has been sent to coakey@tampabay.rr.com

**MERCHANT CONTACT INFORMATION**  
Country Day School, inc.  
admin@countrylargo.com  
727-596-1902

**Return to Country Day School's website**

[View Printable Receipt](#)

If you have forgotten your password, please [reset it](#).

[Site Feedback](#) [H]

PayPal. The safer, easier way to pay.


For more information, read our [User Agreement](#) and [Privacy Policy](#).

[Fees](#) | [Privacy](#) | [Security Center](#) | [Contact Us](#) | [User Agreement](#) PayPal, an eBay Company

Copyright © 1999 - 2008 PayPal. All rights reserved.  
[Information about FDIC pass-through insurance](#)

**Figure 9: Payment Received Page**

Upon returning to the school website, a message will be displayed indicating that the payment was received (figure 10). At that point you can click the OK button to continue using the website or log out. If you continue to the Weekly Menu Planning page, the days will be locked with your menu selections highlighted.

**Lunchbox Contents** 

Please review your menu selections below. Click [here](#) if you would like to return to the menu planning page to change your selections. Use the printer icon on the right to print your menu selections. When you are ready, press the 'Pay Online Now' button to purchase your selections via our secure, online payment process. To pay for your lunches in person or by phone, press the 'Pay in Person' button and your selections will be saved. A school representative can then access your lunchbox and coordinate payment directly with you.

\* Please note that once submitted, changes to your order can only be accomplished by contacting the school directly.

[Return to Menu Planner](#)

Date	Item	Quantity	Notes	Price	Total
<b>11/17/2008</b>					
Dedra Oakey	Chicken		<a href="#">add</a>	\$3.00	\$3.00
Dedra Oakey	Chocola		<a href="#">add</a>	\$0.50	\$0.50
<b>11/18/2008</b>					
Dedra Oakey	Veggie P		<a href="#">add</a>	\$3.00	\$3.00
Dedra Oakey	Chocolate Milk	1	<a href="#">add</a>	\$0.50	\$0.50
<b>11/19/2008</b>					
Dedra Oakey	Cheese Pizza	2	<a href="#">add</a>	\$1.50	\$3.00
Dedra Oakey	Apple Juice	1	<a href="#">add</a>	\$0.50	\$0.50
<b>11/20/2008</b>					
Dedra Oakey	Ham & Cheese Sandwich	1	<a href="#">add</a>	\$3.00	\$3.00
Dedra Oakey	Chocolate Milk	1	<a href="#">add</a>	\$0.50	\$0.50
					<b>Total: \$14.00</b>

**Thank you for your payment. A confirmation email should arrive shortly.**

[OK](#)

**Figure 10: Payment Received Message**

To view your past orders and saved lunchboxes, you need to first log into the website. After going to the Lunch Program page you should see an 'Order History' link. Clicking on that link takes the parent to the 'Lunchbox Order History' page (figure 11). This page shows past orders and the payment status of each order.

### Lunch Order History

Below is the list of lunchbox orders you've placed during the past school year.

Any unpaid orders can be paid online anytime by clicking the 'view' link on the order row and then clicking 'Pay Online' button on the order details window. Unpaid orders may be edited, however, only future days may be modified (i.e. you can't add/remove lunch items for a day that's already passed). Once modified, the adjusted order can be re-saved or paid for immediately by going through the checkout process.

Paid orders can be modified by contacting the school office. Any adjustments that result in a order total that is less than originally paid will be refunded by way of a lunch 'credit' which will be applied to your next online lunch order.

Return to Menu Planner

Order Id	Paid For?	Item Subtotal	Adjusted Total	Payment Method	Created	Last Modified	
3398	No	\$7.50	\$7.50		7/21/2010	7/21/2010	<a href="#">view</a>   <a href="#">print</a>
3241	Yes	\$18.50	\$18.50	Check	5/10/2010	5/11/2010	<a href="#">view</a>   <a href="#">print</a>
2881	Yes	\$27.50	\$18.50	PayPal	4/04/2010	4/04/2010	<a href="#">view</a>   <a href="#">print</a>
2575	Yes	\$59.50	\$59.50	PayPal	2/21/2010	3/15/2010	<a href="#">view</a>   <a href="#">print</a>
2470	Yes	\$25.00	\$25.00	PayPal	2/07/2010	2/07/2010	<a href="#">view</a>   <a href="#">print</a>
2317	Yes	\$33.00	\$33.00	PayPal	1/25/2010	1/25/2010	<a href="#">view</a>   <a href="#">print</a>
2187	Yes	\$21.00	\$16.50	PayPal	1/10/2010	1/10/2010	<a href="#">view</a>   <a href="#">print</a>
2184	Yes	\$0.50	\$0.50	PayPal	1/09/2010	1/09/2010	<a href="#">view</a>   <a href="#">print</a>
2183	Yes	\$2.50	\$2.50	PayPal	1/09/2010	1/09/2010	<a href="#">view</a>   <a href="#">print</a>
2108	Yes	\$16.00	\$16.00	Cash	1/03/2010	1/04/2010	<a href="#">view</a>   <a href="#">print</a>

1 2

Figure 11: Lunchbox History Page

Clicking on the 'view' link on a lunchbox history row will display the contents of the Lunchbox and additional details about the status of the order (figure 12).

In the figure below, the parent has saved an order but has yet to pay for it. In this case it's important to mention that the lunches **will not** be served to the student. The parent has the option of clicking on the 'Pay Now' button which will take the user through the secure, PayPal payment process or they can contact the school administration office to arrange payment options.

Also worth noting is that the 'Edit' button is displayed in figure 12. This will happen for unpaid future date orders. Unpaid orders that are in past can only be edited by school office personnel.

**Lunchbox Order Details**

**This order has not yet been paid for.  
Please pay online or contact the school office to arrange payment.**

Order Id: 3398 Order Amount: \$7.50  
Payment Method: Not Yet Paid

Date	Item	Notes	Quantity	Price	Total
<b>7/27/2010</b>					
Dedra Oakey	Corn Dog		1	\$3.50	\$3.50
<b>7/28/2010</b>					
Dedra Oakey	Pizza-Cheese	no sauce	2	\$2.00	\$4.00

Figure 12: Lunchbox History Page