



## SCHOOL LUNCH INFORMATION

Dear Covenant Parents,

Welcome to the new school year! I would like to lay out a few bullet points that will hopefully help you with regards to the lunch ordering and payment process. These will just be reminders for those of you who have been with us at Covenant, but perhaps instruction for those of you who are new to the school.

- If you are a parent of a student in Pre-K, Kindergarten or First Grade, you must place your child's lunch order on [RenWeb](#) by 8:00 a.m. (The night before might be best, so you do not forget.) Most find it easier to order a week or more in advance.
- Students in Second through Sixth Grade will place their lunch orders in their classroom each morning before 8:15 a.m. (You are always welcome to place your child's order from home or phone via RenWeb). If your child arrives to school late, please order lunch directly with the kitchen staff, if you have not already ordered via RenWeb. This will ensure that your child received the meal he or she would prefer to have, as most of our food is made to order.
- Tuesday's lunch orders must be submitted with Monday's lunch order before 8:15 a.m. on Monday morning, as Tuesday's are late arrival days. If Monday is a holiday, the orders are then submitted on the previous Friday when at all possible.
- Low lunch balance forms are emailed weekly if your balance reaches \$20.00 or below. Please keep adequate funds in your child's lunch account based on their individual buying practices. I realize that \$20 could last some of the children months, but others only a few days. (FYI, we have breakfast items, snacks, drinks, etc.)
- Cash and checks (marked for lunch, with child's name and amount, if cash) may be left at the front desk or brought directly to the kitchen. There is also a drop box outside the kitchen for after-hour payments. Otherwise, you may pay by check through RenWeb for a small fee. Please keep lunch checks separate from other school payments for book keeping purposes.
- If you ever have any questions regarding the café services at Covenant, please do not hesitate to contact me at [bkelly@covenantknights.org](mailto:bkelly@covenantknights.org) or 281-359-1090, ext. 209.

In His Service,

Becky Kelley  
Covenant Café Manager