



# THE CRAIG SCHOOL

## HIGH SCHOOL

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August 2024

To Craig High School Parents:

Welcome to our new Craig High families and welcome back to our returning Craig High families! Many of you are familiar with the lunch program software we use at CHS called My Food Days which allows you to order and pay for lunches all online. Below is a write-up/reminder of how the program works.

- We utilize local vendors in the Montville area to provide our lunches. Some of our past student favorites have included Pizza Cucina and Fortune City which will continue to be a part of our program. In addition to ordering daily lunches, there are also a variety of additional items that will be available every day including various snacks and drinks.
- Our ordering process takes place monthly with our ordering window opening up on the 15<sup>th</sup> of the current month to place orders for lunches for the following month. For September lunches, you will be able to start ordering on August 11<sup>th</sup> and the ordering will close at midnight on August 28<sup>th</sup>. Orders must be placed for the entire month. Credit will be given for any days when the school is unexpectedly closed due to weather.
- Once you sign your teen up through the My Food Days software, you will receive an email when the ordering run for the month is open. You will also be able to see what our lunch program is offering that month and the prices of each item. We think we have a great selection of items that our kids will enjoy and there is truly something for everyone.

If you have any questions, please let me know. You can reach me at [ajahn@craigschool.org](mailto:ajahn@craigschool.org)

Amanda Jahn  
CHS Lunch Program Chair

Welcome



Welcome to the online ordering system for Craig High School using My Food Days.

## What is myFoodDays?

myFoodDays is a program to automate the ordering of school lunches.

We will be using the URL [www.myfooddays.com](http://www.myfooddays.com)

By ordering online you can make sure your student has lunch delivered each school day.

In addition, you can:

- Pay online using a credit card, debit card or PayPal (Venmo coming soon)
- Have the system email your orders to you
- Look up your orders with our iPhone and Android Apps
- Download your orders to your desktop or mobile calendar
- Allow your teens to pick their lunch
- Get reminders via email for ordering and payments

## How it works

myFoodDays works by taking orders online for CHS on a monthly basis. Ordering will open on the 15<sup>th</sup> of each month and close on the 25<sup>th</sup> of each month.

When we are ready to begin taking orders, we'll put the order period and menu or "Ordering Run" as we call it, online.

The system will email you to let you know that they're ready to take orders and for how long.

You can log onto the system as often as you like to place and adjust your order as long as you're all finished by the close of the ordering period or, what we call "*Close Date*" - the day that the orders and payments are due – the 25th of the month for our lunch program.

Once you've placed all of your orders for each teen, you can pay online in one payment. You can also pre-pay if you'd like to hold a reserve at myFoodDays.

And that's it; the day before the first food day you'll get an email reminding you of what you ordered. You can go on the system anytime to see what you ordered, you can print the orders or download them to your calendar.

You can also log on to the system through our iPhone/iPad and Android Apps that you can find in the App Store / Google Play Store.

## Get Started

To order food on myFoodDays.com you'll first need to sign up, add child to your account and then order food. Once you've registered you can go back and change your order as often as you like up until the day the orders and payments are due or until you complete payment.

Note that the screens may look different if your school has customized the experience, colors, and layout.

From any web browser, navigate to <https://myFoodDays.com>

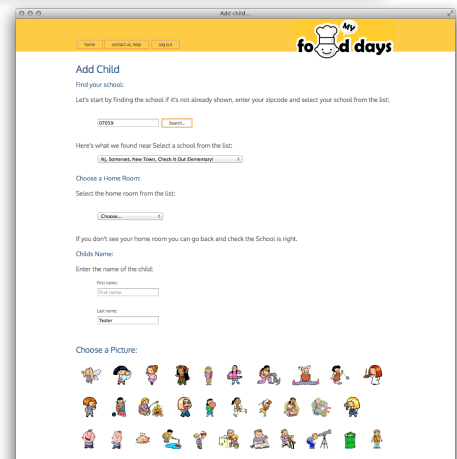


## Sign Up

If you're new to myFoodDays you'll need to register, Click 'New Parents' or 'Sign up!'

New users will be taken to a signup wizard. Follow the instructions to complete the process.

As you're new to the system you'll be taken straight to the 'Add teen' page to add your first teen, again, follow the instructions down the page to complete the signup. PLEASE NOTE: ZIP CODE FOR CHS IS 07045. Then search for "NJ, Morris, Montville, The Craig School".



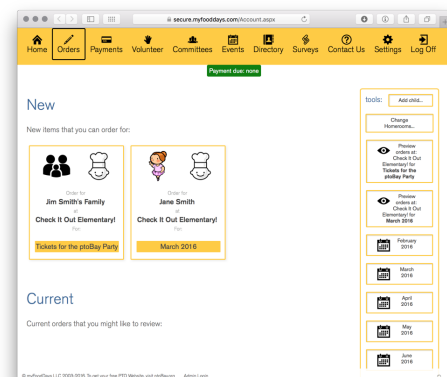
When you have added your first teen click 'Save'. If you have another child to add click 'I have another teen to add after this one!' before clicking Save. Once you have added your teen you will be taken to your Account Homepage.

## Ordering

To order for your family you must be logged in. If you've just signed up; you're already in.

When you first sign in you'll be taken to your Account homepage where you'll find options for 'Account', 'Payments' and more depending upon the features that your school is using.

You'll see a list of your teens with the available ordering options for each of your teens grouped as new, current or past items.



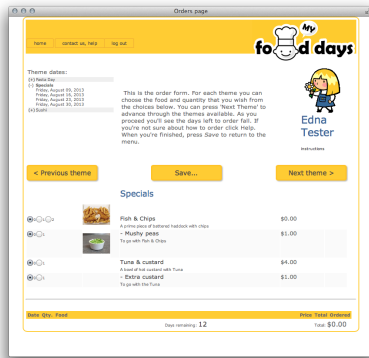
To order... Click on your teen or highlighted ordering run to start ordering for your teen or family.

Remember to click 'Done' when you have finished ordering to complete your order. You will need to order for each of your children this way before completing payment.

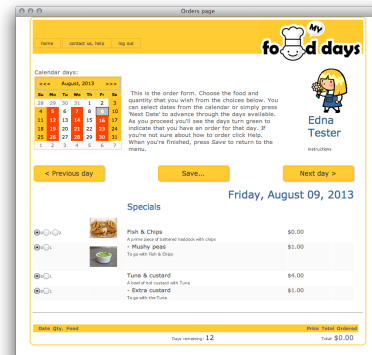
myFoodDays stores orders automatically as you proceed. If you decide that you don't want to keep an order, you **must** remove it otherwise the school may order your lunch and expect you to cover the cost.

Orders that are not completed and paid for within one day are deleted from the system, but you will receive an email stating that the order was deleted with the order information.

This is what the order form looks like:



As you step through the order by day or by theme and choose items, the days remaining will fall and the calendar, if shown, will change from Red to Green so you can see the days you have ordered for.



At the bottom of the page you will see your order list grow.

## Review

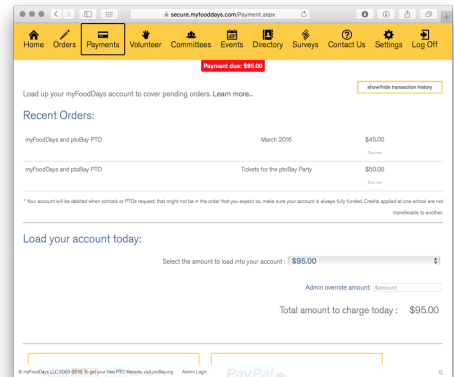
When you have finished ordering click 'Done', this will pop up a box asking you "Where to next?" You can click to:

- Order for your other teens that are listed
- Copy this order to another teen in your school (if applicable)
- Choose *No more orders, go to payments...* to signify that you have no more orders and would like to see payments
- *Return to children...*

If you return to the children in your accounts page, you can download, print or export your orders to your calendar directly.

## Payments

From the navigation bar across the top, choose “Payments”. From here you can load your account from your credit card, debit card, PayPal account, or directly from your checking account using e-check. You can load enough to cover current payments or add extra to cover future orders and changes. Click on the ‘Pay Now’ button to complete the online payment by credit card, debit card or PayPal. At this time, we are not accepting checks.

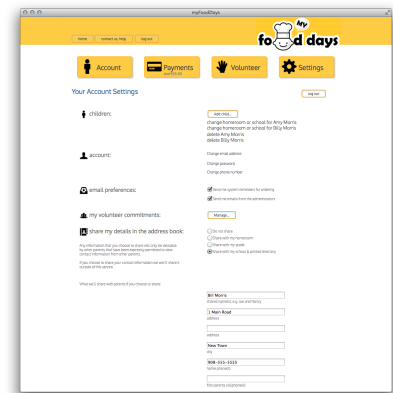


## Credits

If there is a “Snow day” or other problem, we can credit your account so that you receive a discount on your next order. That credit will show up on the payments page and will be deducted from the balance automatically. You do not need to ‘apply’ credits.

## Settings

Here you can change your Account Settings, you can add a teen, delete a teen, and manage your email address, password, telephone number, and your email preferences.



## Volunteers

We will not be using the volunteers’ portion of MyFoodDays at this time. We will be reaching out via email for volunteers, as needed.

## Questions

If you have any questions, please contact Amanda Jahn at [ajahn@craigschool.org](mailto:ajahn@craigschool.org) I will do my best to answer the questions and make sure all the kids get lunch!