

# Cafeteria Information

## Greenwich Township School District

New for the 2024-2025 school year we are switching our Parent Preorder App for school breakfast and lunch orders to LunchTime Software. You will need to set up a LunchTime Account if you do not already have one created. You may also check your child's cafeteria balance from the LunchTime portal. Cash and check payments can be made to your child's homeroom teacher. Parents need to PRE-ORDER lunch for their child(ren) BEFORE 8:30 am. Multiple orders for lunches can be made ahead of time. Breakfast needs to be ordered by 9:00 pm the previous day. You will be able to preorder a month in advance.

- Parents will need to preorder breakfast with the LunchTime app or website BEFORE 9:00 pm the previous evening and BEFORE 8:30 am for lunch
- Lunches may be preordered a month in advance.

To set up your account you will need to go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com).

### New Users: Set Up A LunchTime Account

- Visit [schoolpaymentportal.com](http://schoolpaymentportal.com) or scan the QR code below on your phone.
- Click on Parent Login
- Next click on Create an Account
- Enter your information in the requested fields and click Create Account
- You will now have to confirm your email address and supply a six digit code.
- After confirmation you may enter our zip code, 08027, continue
- Select your child's school
- Enter your child's first and last name and continue.
- You have successfully set up your LunchTime Portal account.
- If you need to add additional children, please click on the Add Student button and repeat the steps above.

### Parent Preorder Instructions

- Click on the meal preorder button
- Specify a time frame (you may order up to a month in advance)
- Make your selections, click Save and Continue
- If the order is correct, select Confirm.

### Mobile Applications

The School Payment Portal mobile application is now available for both Android and IOS.

Information to download and install the app is on the portal page.