

Dear Parents,

LunchTime is our cafeteria accounting system. This system maintains an individual account for each of your students where you can make deposits and view daily purchases. It is available for parents to access through the MMS Parent Portal. When you log in to your parent account, you will see a list of all your students. To access the cafeteria accounting system, follow the procedures outlined below:

Click SCHOOL PAYMENT PORTAL LUNCHTIME. This will open LunchTime in a new browser.

You will now have access to each of your student(s) accounts including the following options:

**MAKE CAFETERIA DEPOSIT**

Make a deposit to your student(s) account(s) by ACH checking account transfer or credit card payment. Please note, these transactions incur a fee of \$1.00 for checking account transfers and \$1.00 + 2.3% of the transaction amount for credit card.

Please note: We will continue to accept cafeteria payments (cash or check) in the school office.

Click TRANSACTIONS next to student name to view daily purchase transactions for your student(s).

**VIEW SET/REMINDERS -**

Set up automated email notifications or auto replenish when your student(s) account falls below the amount you determine.

Please contact me at [cafeteria@stleoschool.org](mailto:cafeteria@stleoschool.org) with any questions. Thank you.

Warmly,

Christine Pisano  
Cafeteria Manager