



Hello Montvale Parents,

A new school year is approaching and we are very excited to be serving your children great lunches this year. Here are a few helpful reminders for ordering lunch.

**First, and foremost, you must create a "New Account" for the new school year.** This will ensure your child will get their lunch without any confusion.

There are two ways to access the Cornerstone Lunch Works site. 1) You can visit the Montvale PTO website and click on the Cornerstone Logo or 2) You can go directly to the Cornerstone website **[www.thecornerstonenj.com](http://www.thecornerstonenj.com)**. From the website, go to the bottom left corner and click on Lunch Works.

You may order for the entire school year or you can order lunch on an as needed basis as long as the order is in before 8pm. You can start ordering lunch as early as August 16, 2019.

Please be advised that Lunch Works charges a \$1.25 credit card fee for all transactions made. Whether you are placing, changing, or canceling an order, the fee will be automatically applied.

To cancel or change an order for the next school day, you **MUST** do so by 8pm. After the 8pm cutoff, you will not be able to make any changes.

To cancel an order, you must access your account by going into the order form for the day you wish to cancel, uncheck the items you want to cancel, add to cart & check out. You must follow all these steps in order to receive a credit on your account.

To change an order, please follow the above steps, but instead of unchecking the item and checking out, uncheck what you do not want, and check what you want instead.

If you know your child is going to be absent by 8pm the night before, please make sure to cancel your order online. If you don't know until the morning of, your lunch has already been processed and prepared so a credit will not be issued. However, you always have the option of picking up the lunch at your school.

If you have any questions or comments, please submit the email form under "help" on the main screen and we will get back to you promptly.

Please do not forget that each child is required to have a meal ticket. You may easily print out the meal tickets after ordering your child's lunch.

Looking forward to a great year serving your child  
The Cornerstone Restaurant and Bar