



School Year 2025-26

Dear Parent, Guardian, or Caregiver,

The beginning of the school year is quickly approaching! We would like to wish you and your family a successful 2025-26 school year and thank you for your continued patronage.

Lunch ordering is done through the on-line ordering system that can be found at www.mymealorder.com. The system is very easy to use, easy to order and easy to pay for items ordered. You can view your child's orders at any time by logging into your account. The cost of the standard lunches \$4.50, a large portion (main item doubled) is \$2 additional, and milk, water, and apple juice are each \$.75. Snacks range from \$1.00 to \$1.75 and can be pre-ordered or paid for with cash at the time of purchase. You will also see that you can add additional funds to your child's lunch account if you wish for them to purchase snacks whenever they choose to do so. ****This year we will be charging \$15.00 plus bank fees every time a payment gets kicked back from your bank.**

We understand everyone's busy schedule, however, **lunches need to be pre-ordered through www.mymealorder.com**. The ordering system will be open until 8:30am the day of. In the morning, we will print the orders at 9am to be sure that all orders that were placed that morning are included. You may also pay for your child's order there as well with a small convenience fee. If you prefer to send in a check, please make it payable to Duke Catering & place it in an envelope labeled Duke on the front. There are no additional fees when you pay by check or cash. *However, if paying by cash or check they need to be sent into school **before** you place your order.* We will enter the funds to your account and then you can log on to place your order. If you order before you send your check/cash in, you will need to go back into www.mymealorder.com to "check out" after your cash/check payment is entered by a Duke staff member, otherwise, we will not have the order because the items will still be sitting in your cart. *Please do not send in a check/cash and expect your child to have lunch that day.* Funds will be added to your account by the end of the school day (you will receive a email when the funds are applied to your account) and then you can order that evening for the following day. Please note that orders that are not paid for will not be sent over from My Meal Order to Duke Catering and therefore your child will not have a lunch ordered. If your child needs lunch and does not have an order, they will receive a lunch but it will be what we have available and a bill will be sent home or added to our MyMealOrder account. We only cook enough food to fill the orders on My Meal Order to reduce waste. **Lunch ordering is now open so you can place orders starting today.**

To receive a credit for absences it is up to you to go into My Meal Order and cancel your child's lunch before 8:30am. If your child is in school and goes home sick before lunch you may text 856-986-4512 to cancel/credit lunch.

Also, we are very cautious about food allergies. However, there are times that manufacturers change how they process their products or change their ingredients without letting us know, therefore we cannot guarantee that all foods are allergy friendly. But please inform us of any food allergies that your child may have.

Also, please note that refunds are not given, credits will be issued to your lunch account.

If you have any questions, please feel free to reach out via text/call 856-986-4512. Thank you.