



Dear School Parent (s)

Westwood Christian School is excited to announce the launch of a new Lunch Program for the 2022-2023 School Year. Promise Catering will be preparing our school lunches in-house every day.

Using Promise Catering's online service, you can monitor your lunchtime purchases, track what you have been eating for the past 30 days. You can also make deposits directly into your accounts, have an email reminder sent to you when an account balance gets low and set up "Auto-Replenish" to ensure your account never runs out of funds. Each account balance will be updated throughout the day.

**NAME** to use this service, you will need to create an account. You will need this student **ID#** - \_\_\_\_\_ and this Verification Code: \_\_\_\_\_ to create the account.

Please follow these instructions to create your account:

1. Go to <https://promisecatering.revtrak.net/>
2. If you have not already created an account, Click "Create New Account"
3. Fill in the required information then click "Create Account"
4. Click the "Make a Payment", on the Food Service Tile to add your info
5. You will be asked for your staff id and verification code.
6. Name Id is: \_\_\_\_\_ - and the Verification code is \_\_\_\_\_
7. After the staff are added you will be able to set up your account for alerts and activate "Auto-Replenish" (the bank information will need to be set up before Auto Replenish is an option), you can make payments to your lunch account and view activity
8. All payments made on-line will incur a processing fee of 3.62%., cash, credit or check paid in the school cafeteria will not incur any processing fee.

### **Make a Payment**

There are 2 easy methods to make payments to your account:

1. Cash Register – Cash, checks and credit card, are accepted at the cafeteria. No convenience fee is associated with payments made at the cash register.
2. Online at RevTrak <https://promisecatering.revtrak.net/> -- You can make individual payments using a debit or credit card, or you can utilize "Auto-Replenish" so you never have to worry about funds availability.

We encourage you to set up email reminders for low balances and sign up for the Auto-Replenish feature. Any money that is not spent by the end of the school year will be available the following school year or refunded to you.

For information or questions contact [jvelasco@promisecatering.com](mailto:jvelasco@promisecatering.com)