



Lunch Program

1. Lunch for students may be provided in one of two ways:
 - a. Students may bring a packed lunch from home (with an ice pack, if needed). A microwave is available for students in select grades to use.
 - b. A hot lunch may be pre-ordered using your FACTS family portal. The lunch menu along with prices, is updated monthly and can be viewed on your FACTS family portal.
2. Lunch orders are placed via your FACTS family portal and are billed via your prepay FACTS account.
3. Lunch orders for the day must be placed by 8:30 a.m. by a parent or guardian. Teachers will not accept cash for lunch or place orders for students.
4. Lunch payments can be made when the student picks up his or her lunch and must be in the form of cash given to the cafeteria staff. If payment is not made at lunch time, all charges will be added to the family's prepay FACTS account. For more information about prepay accounts, please refer to the Finance section of the handbook.
5. If a child does not pick up his or her lunch because they had to leave early due to illness or another emergency, or if a child *chooses* not to pick the lunch up simply because he or she does not want it, the charge will **not** be added to the family's prepay FACTS account for that lunch.
6. Parents are able to view the daily purchases on their FACTS family portal. Once logged into your FACTS family portal, click on "Financial" then the blue highlighted balance next to "Cafeteria Prepay". This allows parents to see what has been purchased by each student. Parents should monitor these charges as the school cannot monitor students' individual purchases.
7. The monthly lunch fundraisers served by the senior class will require a separate payment due at time of pickup or billed as an incidental charge through the FACTS system.
8. Lunches must either be ordered from our school lunch program through the FACTS family portal or be a packed lunch from home. No food from an outside restaurant is to be purchased/ordered for lunch and brought into the cafeteria at the student's lunch time. Students may, however, reheat leftovers from a meal at a restaurant.
9. Students are not permitted to go off campus for lunch. Although the desire is for our students to either pack or purchase a lunch from the school cafeteria, parents are permitted to occasionally bring lunch in for a student (e.g. to celebrate a birthday). This must first be approved by the administrator by 10:00 am on the day that the parent is coming in. This is an exception to the regular school lunch policy and should be done only on limited occasions.