

INSTRUCTIONS FOR PLACING ORDERS FOR LUNCH, MILK, AND ICE CREAM

All orders for lunches, milk, and ice cream are made via your FACTS parent account. The lunch menu will be available to order online for the entire month. If you wish to only order lunch week to week, please be sure to place your order no later than **8 a.m. the Friday prior to the week you are ordering**. For example, if you are ordering for the week of August 17-21, you will need to have placed your order by **8 a.m. on Friday, August 14**.

- **Preschool parents:** Preschool students are not served ice cream, so please do not order. You may order a snack time milk and a meal time milk.
- **Kindergarten-6th Grade parents:** Students are only allowed to order ice cream any day of the week, but orders must be placed by the parent via their FACTS account. **NO CASH** will be exchanged for milk or ice cream this school year.
- Lunch charges will appear on your monthly statement along with other charges to your account.
All balances will need to be paid by the 15th of the month through your FACTS account.

1. After logging into FACTS Family, expand the **Student Information** menu.
2. Select **Lunch**. A calendar displays indicating the items that you may order for your student. If you have already ordered for that week, the items will be in blue.
3. Select **Create Web Order** to enter lunch, milk and ice cream orders for the student. The dates for which you may order are displayed, listing menu items and pricing. If you have multiple children, please click on the **Collapsible** view in order to make ordering for each child easier.
4. Enter the number of items to order for the student in the **QTY** (quantity) column. The **Total** column displays the cost.
5. The **Grand Total** is listed at the bottom.
6. Select **Order Items**.



Please feel free to contact the office with any questions you may have.