

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 9-13, you will need to have placed your order by 8 a.m. on Friday, August 6.

- **Preschool parents:** Preschool students are not served ice cream, so please do not order. You may order a preschool snack time milk and a meal time milk.
- **Kindergarten - 3rd Grade parents:** Students WILL NOT be allowed to charge and Lunch, milk, or ice cream to their FACTS account this year. Everything must be ordered.
- **4th - 6th Grade parents:** Students can purchase lunch, milk, and ice cream (soda on Wednesdays) with cash or charge to your FACTS account. If you **DO NOT** want your child charging to your FACTS account, please complete the form below, turn it into the office, and we will not allow your son or daughter to charge to your account. You may order a soda on Wednesdays only or you may bring one from home (non-caffeinated) on Wednesdays ONLY. 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.
- **7th - 12th Grade parents:** Students can purchase lunch, milk, soda and ice cream with cash or charge to your FACTS account. If you **DO NOT** want your child charging to your FACTS account, please complete the form below, turn it into the office, and we will not allow your son or daughter to charge to your account. 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.

HOW TO ORDER

1. After logging into ParentsWeb, 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 total 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 contact the office or myself if you have any questions!

Kit McCaffrey, Lunchroom Coordinator

kit.mccaffrey@mcstn.org

Lunch FACTS Charging Exclusion Form

My child, _____ is NOT ALLOWED to charge my FACTS account to buy any food, ice cream, or beverage items from the lunch room for the 2021-2022 school year.

Signature _____ Date _____

Student Name: _____ Grade _____