

You can order lunch ONLINE!

Here are the simple steps!

How can we order online?

- After logging into FACTS Family Portal, click **Student**.
- Click **Lunch** and the Lunch calendar displays. *This may look different on your phone and computer.*
- Click **+Create Web Order** to create a lunch order for your student(s).
- Click on the day of the week you want to order. The lunch menu for that day will display and for each student, type the number of items to order for the student in the **Quantity** column.
The **Total** column displays the cost.
- Repeat for all dates and all students.
- Scroll all the way down to the end of the page. The **Grand Total** is listed at the bottom.
- Click **Order Items**.

When do we pay for lunch?

You can pay daily, weekly, or monthly.

What are my choices for method of payment?

- Venmo Vanessa Jones - @Vanessa-Jones-74 **preferred method*
Please list students name and grade in **What it's for?**
- Check made payable to Vanessa Jones
Checks can be sent per family, but please note the students and grades at bottom of check.
- Cash
If sending cash, please send with each of your students.

Can we order daily in homeroom?

Yes, students can order their lunch in homeroom and pay their teacher.....but we prefer online and weekly. Pizza orders must be pre-ordered by Wednesday of each week.

Can we charge lunch?

We understand completely if your child forgets their lunch or lunch money on occasion and needs to order without having money. We do not want our students charging excessively, so please make sure that your students have money to pay for their lunch each day. Now that we have the option of Venmo, you can send Mrs. Vanessa the lunch money at any time. Please understand that these lunches are charged to Mrs. Vanessa, and she is the one without the funds when these charges are made.

Domino's Pizza will be offered every Thursday. These orders must be placed on WEDNESDAY of each week.

If you have any issues, call the office and we'll be glad to help you.