

2023-2024 FPA – SHANNON FOREST CAMPUS Upper School Cafeteria Procedures

WEEKLY ONLINE ORDERS are STRONGLY ENCOURAGED

- Online Orders: placed via your Family Portal (formerly RenWeb)
 - ✧ Additional instructions for online ordering can be found on the school's website through the Parent Portal
 - ✧ Payment is made electronically with your personal credit card, debit card or checking account
 - ✧ Orders must be placed by 8:30 am on Mondays

- Weekly paper orders are also accepted
 - **Paper Orders:** placed using printable lunch order forms found on the school's website through the Parent Portal (One form per child)
 - ✧ Students should submit a form along with payment to Mrs. Blair's desk by 8:30 am on Mondays
 - ✧ Checks should be made payable to FPA for the exact amount.
 - ✧ Totals can also be charged to your FACTS account at the end of the week (please indicate on the form if this is your preferred method of payment)

- Daily orders – students may order during their first period class
 - ✧ All VENDOR items ordered will be charged through FACTS
 - ✧ All other items purchased at the lunch counter should be purchased with cash or card, or can be charged through FACTS. If you do not want your child to charge through FACTS, or would like to set a limit, please contact Mrs Fulton at dfulton@firstpresacademy.com

- Students are encouraged to bring a refillable water bottle to school
 - ✧ Water fountains WILL NOT be available for use during the school year
 - ✧ EXCEPTION: One water bottle refill station will be available for use in the gym/cafeteria foyer
 - ✧ Bottled water is available for purchase during morning break or lunch for \$1.00

- Missed lunches
 - ✧ If your student is to be absent with a pre-order in place, you must email Dawn Fulton at dfulton@firstpresacademy.com to cancel by 8:30 am in order to receive a refund
 - ✧ Students who fail to pick up an ordered lunch will not receive a refund

- **Questions? Email Dawn Fulton at dfulton@firstpresacademy.com**