

## Instructions for Ordering School Lunch

Lunch orders must be placed no later than 7:00am the day the lunch is needed. You may order as many lunches as you like for the week, but **lunches cannot be canceled or refunded** after confirmation and payment. While we have noted any scheduled events on the menu that affect lunch, schedule changes may occur. Please pay close attention to the Westminster Weekly and your child's classroom newsletter/Upper School Student Weekly.

### How To Order:

Log in to FACTS Family Portal

- Select *Student* (drop down arrow) on the left side.
- Select *Lunch*.
- Select child (tabs across top).
- Select time frame (can choose Day or Week).
- Select date to begin. A lunch calendar will appear. We recommend that you print it out by clicking that option on the right side of the screen. It will make ordering easier.
- Click on *Create web order* button (top right).
- Select child (drop down menu).
- Select date for lunch you wish to order. Menu options will then appear.
- Select the entree you want to order by entering quantity for that item. Drink is included with order. **Please note that side items such as chips, cookies, etc. may not be purchased without also purchasing an entrée.** If you purchase only a side item, your child will not receive that order. There may be a **\*\*note\*\*** indicating a particular group of students that will be out or have lunch already provided. We cannot guarantee that all class events will be listed on the menu. Check your calendars and refer to GS weekly teacher notes or US student weekly e-mail for lunch conflicts.
- One week is open at a time for orders. Select as many days as you wish to order within the week. Payment is required when you submit your order. You may order for one day or multiple days. ***Once ordered, lunches cannot be canceled or refunded.*** Note that the total cost of the order is at the bottom of the page.
- Repeat the process for each additional child.
- Click the submit order button at the bottom right side of the screen when you are ready to pay.
- Confirm lunch order and select *Confirm and pay*.
- You will have the option to enter bank or credit card account information. You also have an option at the bottom of the screen to save the payment information for future orders. You may need to re-enter your payment information even if you have an existing FACTS account. Payment will be processed through FACTS and will be drafted from your bank account or charged to your credit card immediately. There is a convenience fee for debit or credit card payments but no charge for payments made with bank routing information.

You may also order lunches through the Westminster Academy app (available through the app store or google play). Be sure and choose the correct date for your order.