

2021 - 2022 FPA – SHANNON FOREST CAMPUS Cafeteria Procedures
LOWER SCHOOL (LS) CAFETERIA

- Lunch can be ordered either WEEKLY or DAILY
 - **WEEKLY ORDERS are STRONGLY ENCOURAGED**
 - Printable lunch order forms are found on the school’s website through the Parent Portal
 - Detailed lunch choices with prices are printed on both sides of order form
 - Weekly orders can be conveniently billed through FACTS
 - If you do not wish to be billed through FACTS, then:*
 - Payment should be submitted in a sealed envelope along with the lunch form
 - **Checks are strongly encouraged to reduce handling of cash**
 - Make payable to **FPA** for the exact amount
 - If you absolutely must send in cash - **please send in exact amount** – change will not be issued to LS students
 - Please write the first daily order on the outside of the envelope as specifically as possible (see example below)
- **One order form and one envelope per child with corresponding payment *per child*. **Each form should be turned in to each child’s teacher. Please do not consolidate.****
- NO CHARGING except for the occasional lost or forgotten lunch
- Students are encouraged to bring a refillable water bottle to school
 - Water bottles can be refilled during lunch
 - Water fountains WILL NOT be available for use during the school year
 - Bottled water is available for purchase during break or lunch for \$1.00
- Missed lunches
 - If your student is to be absent with a pre-order in place, you must email Tammy Muller at tmuller@firstpresacademy.com to cancel by 8:30 am in order to receive a refund.
 - Students who fail to cancel an ordered lunch will not receive a refund.
- Questions? Email Tammy Muller at tmuller@firstpresacademy.com

Example Envelope (for Lower School only)

Teacher Name

Student Name

Chick-fil-a Sandwich	\$4.00
BBQ Chips	\$0.75
Little Bites Muffins	\$0.75
<u>Apple Juice</u>	<u>\$1.00</u>
Total	\$6.50