

2023-2024 FPA – SHANNON FOREST CAMPUS Cafeteria Procedures

K3 & K4 CRUSADER STATION

- 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 preschool students
 - Please write your child's name, name of their teacher and the amount enclosed on the envelope
- 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
- 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 cancel an ordered lunch will not receive a refund.
- Questions? Email Dawn Fulton at dfulton@firstpresacademy.com