

## 2022-2023 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, unless specifically prearranged with Mrs Fulton at [dfulton@firstpresacademy.com](mailto:dfulton@firstpresacademy.com) (indicate the maximum weekly amount allowed to be charged by your student to your FACTS account in your email.)
  
- 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](mailto: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](mailto:dfulton@firstpresacademy.com)**