

Good morning St. John School Community,

Today's email is specifically about lunch ordering. We will continue using Lunch Box as our vendor for lunches this year. They have again raised their prices by one dollar, so we will have to do the same. Lunches this year will be \$7/lunch. Each lunch will include an entrée, fresh fruit, and a snack. Our weekly entrée menu will be:

Monday – Beef Hot Dog

Tuesday - Cheeseburger

Wednesday – Mac and Cheese

Thursday – Chicken Nuggets (Organic)

Friday – Cheese Pizza (two slices)

We will be moving lunch ordering online through FACTS. No paper orders or emails will be accepted. Our ordering dates will stay roughly the same. We will open ordering for a month a few weeks before the month begins and then close it right before the month begins. For example, lunch ordering for September is now open. All orders need to be placed by Thursday September 1 at noon, which is when ordering will be closed. We will open October ordering in mid-September.

By moving lunch ordering online, you will pay when you order rather than being billed later. This makes it much easier for the school.

For lunch ordering, you need to go to your account on the Family Portal of FACTS. Under Student there is a tab labeled Lunch (see attached picture). If you click on this tab it will bring you to lunch ordering. On the next screen you should see the offerings for the month (choose the month and then month view). To order lunches, click on Create Web Order (see attached picture). At this point, you will see your child's name and all the lunch days available to order. IF you have multiple children, each child will be listed. You then click on any day you want to order and choose the quantity 1. After choosing your days, click Submit Order at the bottom of the screen. This will take you to a summary page where you can confirm and pay (see attached picture).

A few nice features of this are that parents can go on the Family Portal and check what they have previously ordered for the month (it is color coded) and teachers can see what students ordered lunch each day.

This is a new system, and we realize there will be some challenges in implementation so please bear with us. We do think that in the end, this system will make ordering much more efficient.

If you have any questions about ordering through FACTS, please let me know. I may have the answer or can find out the answer. We are all learning this together.

September lunch ordering is now open and will be through Thursday, September 1 at noon. We are not offering lunch the first two days of school.

Chris