

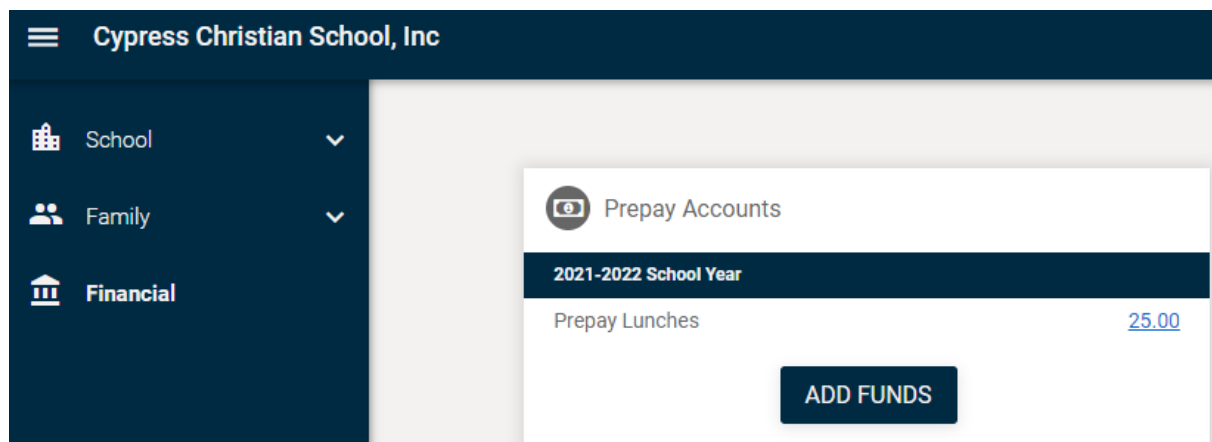
Student Lunches & Prepay Account Setup

All school lunches will be prepaid and charged to the FACTS Prepay Account. No cash will be accepted for lunches or snacks. Lunch service will begin on the first day of school, Thursday, August 12.

All elementary school lunches must be ordered in advance (see instructions below) no later than Sunday evening for the entire upcoming school week. Secondary lunches will not be preordered.

Instructions for Adding Funds to the Prepay Account:

- Funds can be added to the Prepay Account beginning, Sunday, August 1.
- Access the [FACTS Family Portal](#)
- Click on **Financial**
- Click on **Add Funds** in the Prepay Accounts box
- Select **Prepay Lunches**
- Choose the amount to be added and the payment source
- There is a \$25 minimum for your first deposit
- You will receive a confirmation notice once your payment has been processed
- Charges will be posted daily after lunches are verified by CCS.
- You can access activity and check your balance any time in the FACTS Family Portal.



Elementary Lunches

- Students may bring a sack lunch with them to school or order a hot lunch in advance from our lunchroom through the FACTS [Family Portal](#). Hot lunches will be available beginning the first day of school, Thursday, August 12, and may be ordered starting Friday, August 6.
- The cost of hot lunches is \$5.50 each and includes a drink. All elementary school lunches must be ordered in advance no later than Sunday evening for the entire upcoming school week and will be billed through the FACTS Prepay Account. Please do not send cash with your student to pay for school lunches or snacks.
- Drinks and snacks will be available throughout the year for purchase for \$0.50 each and will be paid through the FACTS Prepay Account.

- Any lunches brought late, after the beginning of the school day, may be brought prior to the start of the student's lunch period and should be placed on the late lunch table in the lobby to be picked up by the student.

Instructions for Ordering Elementary Lunches:

Lunches cannot be ordered until the Prepay Account has been funded. To order lunches:

- Access the [FACTS Family Portal](#).
- Click **Student**
- Click **Lunch**. The **Lunch Calendar** will display.
- Click **Create Web Order**. The **Lunch Order Form** will display, listing each student in the family.
- Click the **Student Name** for which you wish to place an order. The **Lunch Order Form** will expand, listing each date an order may be placed.
- Click the **Date** for which you wish to place an order. The **Lunch Item List** will expand.
- Type the number of items to order for the student in the **Quantity** column. The **Total** column will display the cost.
- Repeat for all dates and all students.
- The **Grand Total** is listed at the bottom.
- Click **Submit Order**. As soon as the order is submitted, it will be displayed. If the order is changed, the change is immediately reflected on Family Portal.

Secondary Lunches

- Secondary students will not purchase any lunches online or in advance.
- Hot lunch service will be available for purchase beginning the first day of school, Thursday, August 12. Regular hot lunch menu entrees, snacks, hot pockets, peanut butter & jelly sandwiches, fruit, chips, drinks, etc. will be available for purchase.
- Menu selections vary and entrees range from \$1.75 to \$6. Snacks and drinks range from \$1 to \$2.50. Please do not send cash to purchase items. Secondary lunches will be billed through the family FACTS Prepay Account.
- The secondary lunch menu is available on the Parents Portal of the website at CypressChristian.org/Parents under the Lunch tab.

For additional questions regarding lunch ordering, please contact Andie.Osorio@CypressChristian.org for elementary lunches or Jane.Velez@CypressChristian.org for secondary lunches. For questions regarding the Prepay Accounts, please contact Stephanie.Williams@CypressChristian.org.