

FACTS Family Portal - Lunch Pre-Ordering Guide

Central Christian School Lunch Order Instructions

School lunches must be pre-ordered for the week ahead. Lunch must be ordered by 12:00 on Fridays for the following week using the FACTS Family Portal. Each lunch will have five items, including milk. Students may choose white or chocolate milk. Milk can also be ordered separately if your child packs a lunch from home.

To order lunch:

1. Open the FACTS Family Portal. On the left panel, select "Student" in the drop down menu.
2. Select "Lunch".
3. Click the blue box that says "Create Web Order"
4. Enter "1" in the quantity box for each day your child will be ordering lunch.
5. If you have more than one child, keep scrolling down. Each child's lunch order will be listed separately.
6. To complete your order , scroll to the bottom and select "Order Items"

If your child is absent on the day a lunch has been ordered, you will not be billed for that lunch. Families will be billed weekly through FACTS incidental billing after the meals have been served..

If you have questions on ordering contact Scott Jaquet at ScottJ@CentralChristianSchool.org.