



# FRIENDSHIP

CHRISTIAN SCHOOL

Knowledge | Faith | Character

Dear Parents,

The FCS lunch program has been set up through FACTS SIS ParentsWeb. Lunch orders are placed ONLINE for your child(ren) at least one week in advance (**orders must be placed by Friday at 2 PM for the following week**). [Occasionally, lunch orders may be due on a different day. For example, when school is closed on a Friday, orders may be due by Thursday.] Your payment will be required online upon completion of your order.

Please follow the instructions below to order your child's lunch:

1. **Login** to your FACTS SIS account.
2. Select **Student Information** from menu on the left side of screen.
3. Click **Lunch**.
4. Click **Create Web Order**
5. Select the **child's name**. (If you have more than one child you will be ordering for, you will need to select each child individually.) The dates for which you may order are displayed.
6. Click on the date you would like to order. Enter the # of items to order for your child in the **QTY** (quantity) column and then click the **tab** button. The **Total** column displays the cost.
7. Once you have selected the **dates and items** you wish to order, there will be a **Grand Total** listed at the bottom of the screen.
8. Click **Submit Order**. The next screen will display the dates and items you ordered as well as "order total". Please verify that everything is correct.
9. Click **Confirm and Pay**. This takes you to **Make a Payment** where you will select either **bank account** or **credit card**. (**Please note that if you pay by credit card, there will be a small processing fee that will be added to your amount due. However, if you pay with checking or savings, no processing fee will apply.**)
10. Input checking, savings or credit card (**VISA, Master card, American Express or Discover**) information. If you don't care to save your account information for further use, please remove the checkmark from the box and click **continue**.
11. **Please verify that** the payment information is correct. **YOU MUST CLICK AUTHORIZE PAYMENT** to complete the payment process. Once completed you will see "**Your order has been successfully completed**", then you will receive an email confirmation. If you do not receive a confirmation the order may not have completed successfully. If your order was completed, then the items ordered will show in **blue**, anything not completed would show in **red**.

**PLEASE NOTE:**

- There is **no credit** for missed lunches for any absence, so please check all calendars for field trips, school events, family vacations, etc. before placing your order.
- Transitional Kindergarten is required to have milk with their lunch.
- Your lunch items are **NOT** processed until you complete and submit payment ONLINE. If you do not complete the payment process your child will not show on our reports as needing a lunch and/or milk.

Thank you in advance for your support of the cafeteria. Please let us know if you have any questions.

In His Service,

Cara Harrison  
Cafeteria Director