



Café News

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Order Lunch and Milk

Deadline is August 14

To order, login to your FACTS (RenWeb) account from the smart phone app called RenWeb Home or access under My NCS on the school web page or at this link: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> . The district code is NCS-VA. The first ordering period covers August and September.

WHAT'S DIFFERENT THIS YEAR?

Students will eat in classrooms or designated outdoor spaces and their pre-ordered lunches will be delivered to them. This will be in effect until further notice.

***NO ACCESS TO MICROWAVES.* If your child prefers a hot lunch, you'll need to prepare it at home and pack it in an insulated container or pre-order from the school menu.**

All pizza on Fridays will be pre-ordered. Students in grades 7 and up will have the option to order soda on Fridays.

Chick-fil-A is only providing sandwiches this year. NUGGETS WILL NOT BE AVAILABLE.

Students will not come to the lunch room to browse for items to purchase. This means you should PACK whatever food or drink your child needs during the day or pre-order when possible.

Pre-ordering selections are limited to make delivery to classrooms easier. Some will be happy to note we have added Velveeta Mac'n'Cheese to the menu a couple days each week.

No ice cream on Thursdays for now.

"Pre-ordering school lunch is a once-a-month chore, but it's so worth it! It's a real time saver when you don't have to pack lunch — even if it's only one day a week."

*-Debbie Williamson
Food Services Manager*

Nota Bene

Students in pre-k, kindergarten and 1st grades attend only half day on their first day of school on August 19. **Don't order lunch that day!**

Milk orders start the first full day for each grade. Your lunch account will be charged \$30 each quarter.

Pre-ordered lunch starts Friday 8/21. Pack your lunch before then.



Students enjoy a special treat of hot chocolate at lunch on a cold day.



DOES YOUR CHILD HAVE A FOOD ALLERGY?

When completing your child's medical information for school, please give details about his or her food allergies and any precautions or treatment needed. If and when students begin eating in the lunch room again, there will be designated nut-free zones. Please indicate your wish for your child to sit in one of these zones on your child's medical form and speak to the school nurse for details.

PAYING FOR LUNCH

1. Adding money for your child's pre-ordered lunch: when you finish your order, you will be prompted to pay to complete the process. The amount equals the total cost of your monthly orders. This portion of your account is called Monthly Pre-order Lunch.
2. There will be a very limited selection of items each day for purchase without pre-ordering. If your student plans to buy any of these, you must add money to the portion of your FACTS account called Prepay Lunch Account.
3. Your Monthly Pre-order Lunch account remains at zero because full payment is made at the time orders are placed. Your Prepay Lunch Account must be funded in order for your child to make purchases. You'll get email reminders from FACTS when it's time to add money.

WEEKLY MENU

Here's a sample of a typical weekly menu. Prices are viewable when you login to FACTS and are subject to change during the year. Tuesday and Wednesday options change each week, but the menus for other days are constant. Salads are available each day by pre-order. When you order "Add Side Item", this means your child may choose from a limited selection of side items that may include chips, cheese stick, hard-boiled egg, small fruit cup, crackers, or other similar items.

Monday — Chick-fil-A Sandwich
(nuggets unavailable this year)
Velveeta Mac'n'Cheese



Tuesday — House-made entrée

Wednesday — House-made entrée and Velveeta Mac'n'Cheese

Thursday — Jersey Mike's Subs

Friday — Upper Crust Pizza. **NEW THIS YEAR—ALL PIZZA MUST BE PRE-ORDERED.** Regular cheese, pepperoni, gluten-free cheese, or dairy-free/gluten-free cheese pizza must be pre-ordered. Students in grades 7 and up may also order soda on Fridays.

**What happens on a day when my child is absent and I
need to cancel a lunch order ?**

Call or email by 9:00 AM

Debbie Williamson

dwilliamson@newcovenantschools.org

434-847-8313

Your Prepay Lunch Account will be credited.

How to Order Lunch and Add Money to Pre-order Account

Click Student Information>Lunch.

Click Create Web Order in the top right corner.

Click on your child's name. A list of dates drops down.

Click on a date. A list of menu items drops down. Make your selections for each date. Repeat this process for each child.

Click Submit Order at the bottom of the screen which takes you to the confirmation page.

Click Confirm and Pay which takes you to the payment screen.

Select your payment method and follow the prompts to guide you through the payment process. There is no charge to pay with your bank account. However, there is a fee of up to 2.85% for using a debit or credit card. Any payment information you enter will be saved unless you uncheck the box. When the steps have been successfully completed, you will receive an email confirmation. If you don't get an email, that means your order didn't go through! You'll need to check that all steps were completed. When you go back and look at your lunch calendar, all successfully-ordered items will show in **BLUE**.

While you're reviewing the lunch calendar, print a copy for your fridge or your child's locker.

Add Money to Prepay Account

Your Prepay Lunch Account is used to buy items you don't have to pre-order. If you plan to use it, you should deposit money in the account before school starts. Since there will be fewer items available to buy without pre-ordering, you may not want to add as much money as you have in the past.

To add money, select the **Financial** tab from your FACTS home page. Details of the balance are available when you click on the dollar amount shown in blue next to the account. You will see a breakdown of your child's purchases from the lunch room.

Select the correct School Year and click ADD FUNDS. The prompts will guide you through making a payment online. You may pay with your bank account at no additional charge or with a credit card for an additional fee of up to 2.85%. This fee is charged and collected by FACTS.

When you have successfully completed your payment, you'll see a receipt on your screen and receive an email confirmation. You'll also see the change in the account balance when you return to the FACTS payment screen.

Please note, you should treat this account like your checking account and keep money in it. Our policy is not to allow purchases when there's no money on the Prepay Lunch Account.

There will be no access to a microwave, so plan your child's lunch accordingly.

QUESTIONS?

Please contact:

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dwilliamson@newcovenantschools.org



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