



# LUNCH TIMES

## Nota Bene

Students in Pre-K, Kindergarten and 1st grades attend only a half day on their first day of school on August 17.

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

School lunch starts Friday 8/19. Pack your lunch before then.



## ORDER LUNCH AND MILK

When lunch ordering opens, log in to your FACTS (RenWeb) account to place your order. The district code is NCS-VA. Ordering typically runs the first two weeks of each month and covers the following month. At the beginning of school, however, the first ordering period covers August and September.



*Students enjoy their daily lunchtime in the Moomaw Center.*

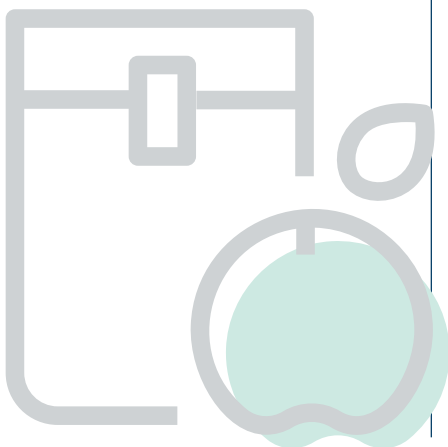
## LUNCH ROUTINES

Students eat in the gym and come to the lunch window to pick up their orders and buy additional items.

- **MICROWAVES ARE AVAILABLE!** For safety, pack food in safe containers and instruct your child on how to use the microwave. It is important that they remember to **ADD WATER** to ramen and Easy Mac.
- **PIZZA FRIDAYS!** Upper Crust Pizza slices may be bought without ordering ahead **EXCEPT** for those who require gluten-free and/or dairy-free. Those options require preordering.

## 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. There are designated nut-free zones for each grade. Please indicate on your child's medical form if you want him/her to sit in one of these zones. Please speak to the school nurse for details.



## WEEKLY MENU

Here's a sample of a typical weekly menu. Prices and menu are subject to change. Tuesday and Wednesday options vary each week, but the menus for other days are constant. **Salads are available each day by preorder.** We make a few extra entrées each day, which are available on a first-come, first-served basis. When you order "Add Side Item," this means your child may choose one of our a la carte items listed in the box at right. A side item may also be purchased without preordering.

**Monday**—Chick-fil-A Sandwich; Velveeta Mac'n'Cheese; Garden Salad or Grilled Chicken Salad



**Tuesday**—House-made entrée; Garden Salad or Grilled Chicken Salad

**Wednesday**—House-made entrée; Velveeta Mac'n'Cheese; Garden Salad or Grilled Chicken Salad

**Thursday**—Jersey Mike's Subs; Turkey Taco Salad

**Friday**—Upper Crust Pizza: cheese or pepperoni and **preordered** gluten-free and/or dairy-free personal cheese pizza

**PREORDERING GLUTEN-FREE, DAIRY-FREE PIZZA**—Preordering is only necessary if your child would like a gluten-free and/or dairy-free personal pizza. These options are available with a cheese or cheese-substitute topping. These special pizzas are **ONLY** available by ordering ahead.

**BUYING PIZZA AT THE LUNCH WINDOW (no preordering)**—Slices of cheese or pepperoni pizza may be purchased at the lunch window **WITHOUT** preordering.

## PAYING FOR LUNCH

Every family has two lunch accounts —

**Preorder Lunch Account** — This account is used exclusively for ordering and paying for your monthly lunch orders. The payment amount automatically equals the total cost of your monthly orders. This means the balance in this account is always zero.

**Prepay Lunch Account** — This account is used whenever your child buys an item at the lunch window. If your student plans to make purchases, you should add money before school starts. When your balance is below \$10, FACTS will send you an email reminder to add money.

## A LA CARTE ITEMS FOR SALE

*No Preordering Necessary  
(subject to price change and availability)*

- Water bottle, juice, iced tea, lemonade
- Food items:
  - Applesauce, cheese stick, chips, crackers, fruit cup, guacamole, hard-boiled egg, hummus, peanut butter
- Easy Mac or ramen, yogurt, fresh fruit or frozen meal
- Extra entrées
- Bakery items (brownies, cookies, muffins)
- On Thursdays ONLY: Ice cream
- On Fridays ONLY: Soda (Grades 7-12)



*Ice cream treats are available for sale each Thursday at lunch*

## 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*

*Your order will be canceled and your Prepay Lunch Account will be credited.*

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## PREORDER LUNCH ACCOUNT—HOW TO ORDER AND PAY FOR LUNCH

- 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. This 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 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, you may want to print a copy for your fridge or your child's locker.

## PREPAY LUNCH ACCOUNT—HOW TO PAY FOR PURCHASES AT THE LUNCH WINDOW

- Your child may buy items at the NCS Café lunch window each day without preordering. Your Prepay Lunch Account is charged for these purchases. If your child will make purchases, you should deposit money in the account before school starts.
- To add money, select the **Financial** tab from your FACTS home page.
- 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. Your child may not be able to make purchases when your Prepay Lunch Account is overdrawn. If you would like to see details of what your child has been buying, click the dollar amount shown in blue next to your Prepay Lunch Account. You will see a breakdown of your child's purchases from the lunch room. Any excess funds at the end of the year roll to the next year for returning students or will be refunded to a withdrawing/graduating student with no outstanding balances. You will not lose those funds.



### QUESTIONS?

Please contact:

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*Thursday ice cream is a crowd pleaser.*