



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 13.

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FOR ASSISTANCE

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NEW QUARTERLY ORDERING PROCESS FOR LUNCH AND MILK

The NCS Café is rolling out a **new quarterly lunch and milk ordering plan** for the 2025-26 school year. Our purpose is to simplify the ordering process and offer some ways to save money, too. You order lunch each quarter—not each month. That means only 4 times a year! Order NOW through August 4 for the first quarter. Details inside!



Lunchtime in the Moomaw Center is always good nutrition, along with friends and smiles.

WHAT'S NEW?

- School lunch starts the **FIRST** week of school not the second week! Less brown bagging!
- Order **MILK** each **QUARTER**—not just once a year.
- Order **LUNCH** each **QUARTER**—not each month.
- Two methods to order lunch—*Once and Done* or *Pick and Choose*.
- **ICE CREAM** begins the **FIRST** Thursday for 1st-12th grades. Pre-K and K students must wait for the privilege until 1st grade. (This gives these younger students more time to eat their lunch.)

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.

EXPLANATION OF NEW LUNCH ORDERING SYSTEM

QUARTERLY ORDERING PERIODS

Your NCS Café is rolling out a new quarterly lunch ordering plan for the 2025-26 school year. Our purpose is to simplify the ordering process and offer some ways to save money, too. We hope you will enjoy the changes. Here are the details.

- Lunch ordering will be open 4 times a year—once for each quarter of the school year—instead of monthly. You will have the option of preordering certain menu items once for the whole quarter or ordering for individual days.
- The “ONCE and DONE” quarterly selection is a ONE CLICK option that orders your student the same item on that weekday for the entire quarter. You don’t need to order again until the NEXT quarter. ONCE and DONE options are marked Q for Quarterly and will appear at the top of the daily menu the first week of each quarter. For example, if your child wants Chick-fil-A nuggets every Monday, select (Q) Chick-fil-A Nuggets. You’re done for the quarter!
- Buy some, get 1 FREE. When you select a “ONCE and DONE” quarterly menu item at the beginning of a quarter, the price is discounted which gives you one item FREE!
- Families also have the “PICK and CHOOSE” option for each day as in prior years. These items are listed below the items marked (Q) the first week of the quarter and on the daily menu for other weeks. You may go through each individual day of the quarter and order items by day. For example, your child wants a Chick-fil-A sandwich one week and Chick-fil-A nuggets the next. “PICK and CHOOSE” option is for you. Scroll through each week and select items.
- When you preorder entrées on an individual daily basis, you still save. The price is 50 cents less than the price when buying over the counter in the lunchroom.
- Credit will no longer be given for any missed lunches. The exception is field trips. Your children’s lunch will automatically be canceled and credited to your account when they are away from school on a field trip.
- Milk will also be ordered on a quarterly schedule. You will order milk for your child each quarter rather than for the whole year. No credits are provided for missed milk days. Your child will have the option to purchase milk at the lunch counter; however, the price will be higher than when preordering.

PAYING FOR LUNCH

Every family has two lunch accounts:

Preorder Lunch Account — This account is used exclusively for ordering and paying for your quarterly lunch orders. The payment amount automatically equals the total cost of your 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.

WILL I RECEIVE A CREDIT?

What happens when my child misses school and has preordered lunch?

When your child is absent from school due to a field trip, his or her order will automatically be canceled and your Prepay Lunch Account credited. There is no need to contact the school. Orders missed due to other absences will no longer be credited.



TENTATIVE ORDERING SCHEDULE

FAMILIES MAY ORDER	ORDERS COVER THIS PERIOD
Mon July 21 - Mon Aug 4	Aug 11 (SOR) or Aug 13 (GS/MS) to Oct 7
Mon Sept 15 - Mon Sept 29	Oct 14 to Dec 17
Mon Dec 1 - Mon Dec 15	Jan 5 to Mar 12
Mon Feb 23 - Mon Mar 9	Mar 23 to May 20 (SOR) or May 21 (GS/MS)

WHAT'S FOR LUNCH?

The Café offers Chick-fil-A on Mondays, Jersey Mike's on Thursdays, and Upper Crust Pizza on Fridays along with our own menu items from soup to salad. To see the full menu for the quarter, login to FACTS. Click on STUDENT > LUNCH. Then change the calendar view to MONTH and select the month you wish to view.

PREORDERING GLUTEN-FREE, DAIRY-FREE PIZZA—

Preordering pizza 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.



Students love Jersey Mike Thursdays!

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! MICROWAVES ARE AVAILABLE!** We discourage the use of glass containers for safety reasons. They become very hot and if broken they pose a danger. Please instruct your child on how to use the microwave and remind them 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.

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, hard-boiled egg, hummus, peanut butter
- Easy Mac or ramen, yogurt, fresh fruit, fresh vegetables with dip, or frozen meal
- **EXTRA** entrées are available on a first-come, first-served basis each day. They are 50 cents higher in price than when preordered. Note, preordering entrées each quarter not only provides cost savings but removes the uncertainty of whether the entrée will be available when it's your child's lunchtime.
- Bakery items (brownies, cookies, muffins)
- On Thursdays **ONLY**: Ice cream (Grades 1-12)
- On Fridays **ONLY**: Soda (Grades 7-12)



*Ice cream treats are available for sale each **Thursday** at lunch for Grades 1-12.*

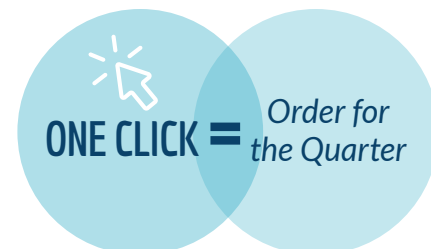


PREORDER LUNCH ACCOUNT—HOW TO ORDER AND PAY FOR LUNCH

- We recommend downloading the NEW COVENANT SCHOOLS app in your app store for the easiest way to order school lunch. You may also log in to FACTS on your computer. New Covenant Schools' district code is NCS-VA.
- Click Student>Lunch.
- Click Create Web Order. You are now ordering for a QUARTER not a MONTH at a time. A selection marked with (Q) is a "Once and Done" quarterly order. Your student will receive this item on this day of the week for the quarter. Alternatively, you may "Pick and Choose" individual days you wish to order.
- 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 see a confirmation message on the screen. If you don't see that, your order did not go through! You'll need to check that all steps are completed. When you go back and look at your lunch calendar, all successfully ordered items will show in BLUE.

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 you plan for your child to make purchases, please deposit money in the account before school starts. Those whose account does not have enough funds may not be allowed to make purchases.
- Note, buying items over the counter that can be preordered is more expensive. Extra entrées are available on a first come, first served basis each day. Note, preordering entrées each quarter, provides a cost savings and removes the uncertainty of whether the entrée will be available when it's your child's lunchtime.
- 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. This fee is charged and collected by FACTS. NCS does not benefit from this additional charge.
- When you have successfully completed your payment, you'll see a receipt on your screen and receive an email confirmation. You'll also see a 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 lunchroom. 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.



Special school days like PJ Day are celebrated over chicken nuggets and mac 'n' cheese.



QUESTIONS?

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