

## 2023-2024 FPA – SHANNON FOREST CAMPUS Cafeteria Procedures

### LOWER SCHOOL (LS) CAFETERIA

- Lunch can be ordered either WEEKLY or DAILY
  - **WEEKLY ORDERS are STRONGLY ENCOURAGED**
    - Printable lunch order forms are found on the school’s website through the Parent Portal
    - Detailed lunch choices with prices are printed on both sides of order form
    - Weekly orders can be conveniently billed through FACTS
  - If you do not wish to be billed through FACTS, then:*
    - Payment should be submitted in a sealed envelope along with the lunch form
      - **Checks are strongly encouraged to reduce handling of cash**
        - Make payable to **FPA** for the exact amount
      - If you absolutely must send in cash - **please send in exact amount** – change will not be issued to LS students
  - Please write the first daily order on the outside of the envelope as specifically as possible (see example below)
- One order form and one envelope per child with corresponding payment *per child*. **Each form should be turned in to each child’s teacher. Please do not consolidate.**
- NO CHARGING except for the occasional lost or forgotten lunch
- Students are encouraged to bring a refillable water bottle to school
  - Water bottles can be refilled during lunch
  - Water fountains WILL NOT be available for use during the school year
  - Bottled water is available for purchase during break or lunch for \$1.00
- Missed lunches
  - If your student is to be absent with a pre-order in place, you must email Tammy Muller at [tmuller@firstpresacademy.com](mailto:tmuller@firstpresacademy.com) to cancel by 8:30 am in order to receive a refund.
  - Students who fail to cancel an ordered lunch will not receive a refund.
- Questions? Email Tammy Muller at [tmuller@firstpresacademy.com](mailto:tmuller@firstpresacademy.com)

#### Example Envelope (for Lower School only)

Teacher Name

Student Name

Chick-fil-a Sandwich	\$4.00
BBQ Chips	\$0.75
Little Bites Muffins	\$0.75
<u>Apple Juice</u>	<u>\$1.00</u>
Total	\$6.50