



# LUNCH INSTRUCTIONS & MENU

All lunches must be placed **ONLINE**. Please follow the steps below to order your child's lunch. Menu is available for K-12 only.

## **PLACING YOUR ORDER:**

1. From the school website, [www.fbc-stuart.org](http://www.fbc-stuart.org) , click the Resources tab at the top right.
2. From the Dropdown menu, click Information for Parents.
3. On the Information for Parents page, click Administrative.
4. Select FACTS Login from the menu.
5. Under FACTS Family Portal Login-Enter District Code.
6. Enter your USERNAME and PASSWORD.
7. Confirm your Initials are in the right corner, not your child's. (You cannot order on a child account; you need to create another account, contact Mrs. Streeter [dstreeter@fbc-stuart.org](mailto:dstreeter@fbc-stuart.org) )
8. Select LUNCH from the Student arrow on the right.
9. Select the student name for the student you are ordering for.
10. Click the green radio button to CREATE WEB ORDER.
11. Select the specific child's name if you have multiple children.
12. Click lunches (in the drop menu)for Tuesday or Friday.
13. Click Quantity with the corresponding item with the delivery date (for example, 9/12 is the following Tuesday when the student will receive that lunch item).
14. After entering quantity, click Friday for any pizza orders (date next to item when student will receive the item.
15. Click next student and complete the same steps.
16. Click the radio button SUBMIT and fill out the payment.
17. Follow the steps until your Lunch order is confirmed.

**PAYMENT PROCESS TO YOUR LUNCH ACCOUNT:** Items ordered are paid at the same time. There are no lunch accounts on file.

- **NO ORDERS WILL BE ACCEPTED THROUGH THE SCHOOL OFFICE!!**
- All orders must be placed NO LATER THAN the Thursday of the week before
- Orders may be placed in advance if the lunch calendar is available, but it is not recommended to order over a month.

## **FBCS LUNCH MENU**

### **TUESDAY**

Chick-Fil-A

- Chicken Sandwich with chips \$6.00
- Grilled Nuggets with chips \$6.00
- Regular Chicken Nuggets with Chips \$6.00

### **FRIDAY**

Marco's pizza

- 1 slice \$2.50

**Ordering is done through FACTS Family Portal. Order must be completed by midnight on Thursday for the upcoming week.**