

LUNCH PROGRAM 2019

ANNOUNCING PREPAY LUNCH ORDERS ON LINE

Bethany Christian School is excited to share our new online lunch ordering system. You will now have the convenience of ordering lunch online through ParentsWeb Prepay account. Please be aware this is the **ONLY** way to order your student's lunch.

All a la carte items, for example, ice cream, chips, other counter items may be purchased in the cafeteria on a **CASH only basis**. We will be moving in the future to students buying items in the cafeteria through the pre pay account online, however, will not at this time.

Parents can pre-order lunch in 2-week cycles. All lunch orders will be due the Wednesday prior to the two week cycle start date. Once the deadline hits you will **NOT** be able to place orders for that cycle. No exceptions will be made in this process.

LUNCH ORDERS FOR CYCLE 1 WEEK OF AUG. 12TH THRU 23RD

OPEN ON MONDAY, JULY 29TH ♦ CLOSE WEDNESDAY, AUGUST 7TH

Lunch orders are processed and charged to your account on the Friday prior to the two-week cycle. **There is no credit for missed lunches for any absence, so please check your calendars for field trips, family vacations, etc.**

LUNCH POLICIES

When you set up a prepay account for lunch you are agreeing to the following:

1. I understand that by setting up a prepay account, if I do not already have a FACTS account set up for my tuition, I will be billed a nonrefundable \$20 enrollment fee.
2. I understand there are no refunds on my lunch account for absences and I will need to plan for vacations and field trips, etc.
3. I understand that I must keep my account funded and I will receive low balance alerts.
4. I understand that if I have a negative balance for the current two week cycle and I do not fund my prepay account my lunch order will not be processed.
5. Lunch orders are ONLY able to be made online, the paper option will no longer be offered.
6. All a la carte/counter items in the lunch room including salad bar are on a cash basis only at this time and cannot be charged to my prepay account.
7. Microwaves are available for use by 6th thru 12th grade students only. All other students are not permitted to use the microwave ovens.
8. If my child forgets their lunch, Mrs. Anne will provide them an available lunch and charge my account for those items.
9. Students will not be allowed to charge items in the cafeteria, we will not offer IOU's, you must have cash to pay for items purchased.

The above policies are subject to change. Parents will be notified of any changes.

HOW TO SET UP PREPAY ACCOUNT

You must have a ParentWeb Prepay account set up with funds prior to ordering lunch.

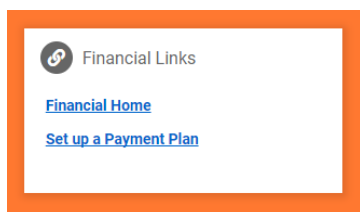
There is a minimum \$50 initial deposit to set up your account

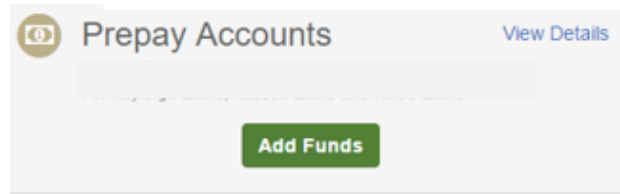
Log into your ParentsWeb account Direction to access this account are on our website at www.bcsmelbourne.com/wp-content/uploads/2018/07/ParentsRenWeb.pdf

Once logged into ParentWeb click Financial tab at the bottom left menu



Click on Financial Home in upper right corner





Do you already have a FACTS account?

YES Click Add funds. You already have a FACTS account so you will not be asked for a payment method, your prepay account will pull from the account on file. You have already paid an enrollment fee so you just Add funds and you are ready to order lunch.

NO If you DO NOT already have an account please read the information below very carefully.

Everyone falls into one of the two categories below, please follow the directions for the category that you belong in.

OWE MONEY IN TUITION OR
EXTENDED CARE TO BCS



If you have not set up a FACTS payment plan agreement you Must do so PRIOR to setting up your Prepay account. If you proceed you will be charged twice for an enrollment fee. Please contact the school office for assistance.

I HAVE PAID IN FULL AND OR I DO
NOT OWE BCS ANY \$\$ FOR TUITION

If you do not have a financial obligation to BCS or your scholarship covers all fees. You may proceed to setting up your pre pay account. You will be assessed a \$20 enrollment processing fee that will be due on the first day of the following month. This fee is non refundable annual fee. Click add funds and proceed.

Once you have funds in your pre pay account you are ready to order lunch.

You will receive a reminder on the Monday that lunch orders are due. They will be open thru that Wednesday prior to each 2-week cycle.

HOW TO PLACE A LUNCH ORDER

Online Lunch Orders are processed through FACTS management/ParentsWeb.

Please follow the steps below to order your child's lunch:

Login to your ParentsWeb account. Directions to access this account are on our website at www.bcsmelbourne.com/wp-content/uploads/2018/07/ParentsRenWeb.pdf

Once you are logged into ParentsWeb

Select Student Information from the menu on the left side of the screen.

Select Lunch.

Select your student's name (if you have multiple students).

Use the arrow in the blue bar (next to the Month) to select the correct month's lunch orders. You should see a calendar.

At the bottom of the calendar choose, Create Web Order.

A list of lunch items will appear for your student or students. Enter the quantity next to each lunch item that you wish to purchase.

Review your order.

Once you have reviewed your order and have verified the price, select Order Items.

On the Friday before the 2-week cycle your pre-pay account will be billed for all ordered items.

Please contact the school office if you have any questions or need assistance in setting up your Prepay account or ordering lunch.

Please be aware anytime you access ParentsWeb you will be asked Bethany Christian School District Code below.

DISTRICT CODE: BRE-FL