

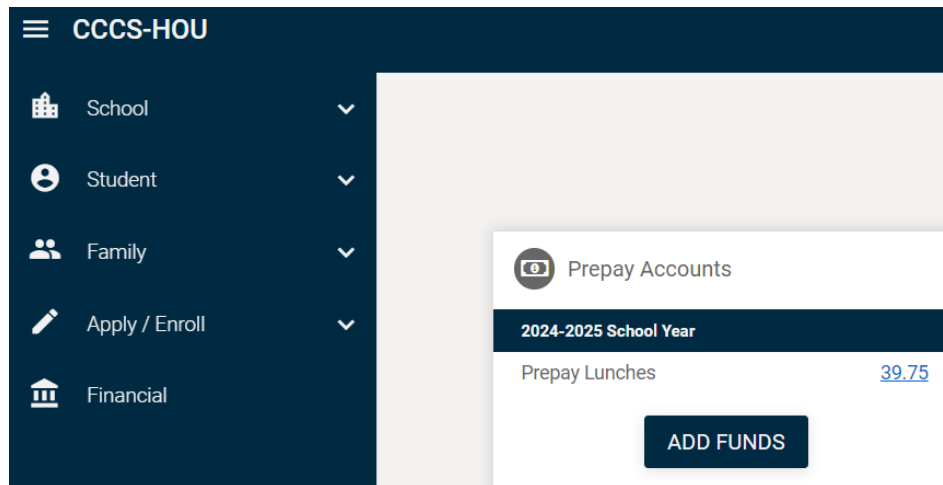
## Student Lunches & Prepay Account Setup

All school lunches will be prepaid and charged to the FACTS Prepay Account. No cash will be accepted for lunches or snacks. Lunch service will begin on the first day of school, Wednesday, August 16, for elementary students and Thursday, August 17, for secondary students. Secondary students will receive free lunch on the first day of school.

All elementary school lunches must be ordered in advance no later than Sunday evening for the entire upcoming school week. Secondary lunches will not be preordered.

### Instructions for Adding Funds to the Prepay Account:

- Funds can be added to the Prepay Account at any time.
- Access the [FACTS Family Portal](#)
- Click on Financial
- Click on Add Funds in the Prepay Accounts box titled 2024-2025 School Year
- Confirm that the account listed is Prepay Lunches
- Choose the amount to be added and the payment source
- There is a \$25 minimum for your first deposit
- You will receive a confirmation notice once your payment has been processed
- Charges will be posted daily after lunches are verified by CCS.
- You can access activity and check your balance any time in the FACTS Family Portal.



### Elementary Lunches

- Students may bring a sack lunch with them to school or order a hot lunch in advance from our lunchroom through [FACTS Family Portal](#). Hot lunches will be available beginning the first day of school, Wednesday, August 14, and may be ordered starting Monday, August 5. Transitional Kindergarten (TK) students will have a separate menu. These items will be advertised as TK-Only Options on the menu.
- The cost of hot lunches is \$5.75 each and includes a drink. All elementary school lunches must be ordered in advance no later than Sunday evening for the entire upcoming school week and will be billed through the FACTS Prepay Account on the [FACTS Family Portal](#). Please do not send cash with your student to pay for school lunches or snacks.
- Drinks and snacks will be available throughout the year for purchase for \$0.75 each and will be paid through the FACTS Prepay Account.

- Any lunches brought late, after the beginning of the school day, may be brought prior to the start of the student's lunch period and should be placed on the late lunch table in the lobby of the Elementary Building to be picked up by the student.
- Visit the Parents Portal on the website at [CypressChristian.org/Parents](https://CypressChristian.org/Parents) and click on the Lunch tab for the lunch menu. These instructions on adding funds to the FACTS Prepay Account and ordering lunches can also be found there.

### **Instructions for Ordering Elementary Lunches:**

Lunches cannot be ordered until the Prepay Account has been funded. To order lunches:

- Access the [FACTS Family Portal](#)
- Click **Student**
- Click **Lunch**. The **Lunch Calendar** will display.
- Click **Create Web Order**. The **Lunch Order Form** will display, listing each student in the family.
- Click the **Student Name** for which you wish to place an order. The **Lunch Order Form** will expand, listing each date an order may be placed.
- Click the **Date** for which you wish to place an order. The **Lunch Item List** will expand.
- Type the number of items to order for the student in the **Quantity** column. The **Total** column will display the cost.
- Repeat for all dates and all students.
- The **Grand Total** is listed at the bottom.
- Click **Submit Order**. As soon as the order is submitted, it will be displayed. If the order is changed, the change is immediately reflected on Family Portal.

### **Secondary Lunches**

- Secondary students will not preorder lunches online or in advance.
- Secondary students will receive free lunch on the first day of school, Wednesday, August 14! Lunch will include two slices of cheese or pepperoni pizza, dessert and a water. There will be extra pizza, dessert and water that students may purchase at an additional charge.
- On Thursday, August 15, student options will include taco salad, burritos or nachos. On Friday, August 16, student options will include hamburgers, cheeseburgers and tater tots. Snacks, Hot Pockets, peanut butter and jelly sandwiches, fruit, chips, drinks, etc. will be available for purchase.
- Hot lunch menu selections vary throughout the school year. Entrees range from \$2.50 to \$7. Snacks and drinks range from \$1 to \$2.50. Please do not send cash to purchase items. Secondary lunches are prepaid through the FACTS Prepay Account.
- Visit the Parents Portal on the website at [CypressChristian.org/Parents](https://CypressChristian.org/Parents) and click on the Lunch tab for to view the secondary lunch menu. These instructions on adding funds to the FACTS Prepay Account can also be found there.
- Microwaves will be available for student use.
- Secondary staff do not monitor student purchases during lunch.

For additional questions regarding lunch ordering, please contact [Andie.Osorio@CypressChristian.org](mailto:Andie.Osorio@CypressChristian.org) for elementary lunches or [Jane.Velez@CypressChristian.org](mailto:Jane.Velez@CypressChristian.org) for secondary lunches. For questions regarding the Prepay Accounts, please contact [Stephanie.Williams@CypressChristian.org](mailto:Stephanie.Williams@CypressChristian.org).