



ONTARIO CHRISTIAN SCHOOL
Growing Christian Leaders

K-8 Lunch Policies and Procedures

Freshly made hot lunch meals can be purchased via the [ParentsWeb portal](#) for \$6.50 each.

PLEASE USE A DESKTOP OR LAPTOP COMPUTER WHEN PLACING YOUR LUNCH ORDER AS MANY MOBILE PHONE BROWSERS ARE NOT SUPPORTED IN THE LUNCH SYSTEM

- To ensure a correct meal count for our staff, please make your purchase by midnight before your child will need lunch.
- Emergency lunches can be purchased for the price of \$7.00.
- When paying via ParentWeb, please note that there are no transaction fees if paid from a checking account. Families can pay with Debit/Credit card; however, a 2.85% fee will apply.
- Cash required for A' la carte purchases.

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Ordering Instructions

PLEASE USE A DESKTOP OR LAPTOP COMPUTER WHEN PLACING YOUR LUNCH ORDER AS MANY MOBILE PHONE BROWSERS ARE NOT SUPPORTED IN THE LUNCH SYSTEM

Once you have set up a [ParentsWeb account](#), log in and on the left side of your screen:


The screenshot shows the ParentsWeb interface. On the left is a dark green navigation bar with the 'CHRISTIAN' logo at the top. Below the logo are links: School, Student (highlighted with a red box and a red circle with the number 1), Grades, Homework, Lesson Plans, Report Card, Attendance, Lunch (highlighted with a red box and a red circle with the number 2), Course Request, and Schedules. The main content area has a header with a 'Student' dropdown menu (highlighted with a red box and a red circle with the number 3) containing the text 'name', a '+ CREATE WEB ORDER' button (highlighted with a red box and a red circle with the number 5), and a date selector for '10/12/2020' (highlighted with a red box and a red circle with the number 4). Below the header is a calendar table showing the week of October 11th to 17th. The table has columns for each day of the week. The menu items for each day are: Sun (11), Mon (12) K-8 Mac and Cheese (side/drink) (\$5.00), Tue (13) K-8 Taco Ground Beef (side/drink) (\$5.00), Wed (14) K-8 Cheese Pizza (side/drink) (\$5.00), Thu (15) K-8 No Hot Lunch, Fri (16) K-8 No Hot Lunch, and Sat (17). A legend at the top right indicates that red text means 'items ordered and not yet paid through web payment' and blue text means 'items ordered and paid through web payment'. There is also a 'Print' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12 K-8 Mac and Cheese (side/drink) (\$5.00)	13 K-8 Taco Ground Beef (side/drink) (\$5.00)	14 K-8 Cheese Pizza (side/drink) (\$5.00)	15 K-8 No Hot Lunch	16 K-8 No Hot Lunch	17

1. On the left navigation bar, click on the “Student” link.
2. Click on the “Lunch” link from the left navigation bar.
3. Once the lunch calendar page opens, select your student’s name that you would like to order for in the drop-down menu.
4. If you click on the drop-down of “Time Frame,” you can see the menu for a week or month.
5. Click on “Create Web Order”

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To Process Your Order:

 Lunch Ordering

Lunch Order Form

Student Name

1

Lunch Items for Friday 10/09/2020 (\$0.00)

Lunch Items for Monday 10/12/2020 (\$5.00)

Lunch Item	Price	Quantity	Total
K-8 Mac and Cheese (side/drink	\$5.00	1	\$5.00

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Lunch Items for Tuesday 10/13/2020 (\$0.00)

Lunch Items for Wednesday 10/14/2020 (\$0.00)

Lunch Items for Thursday 10/15/2020 (\$0.00)

Lunch Items for Friday 10/16/2020 (\$0.00)

Lunch Items for Monday 10/19/2020 (\$0.00)

Lunch Items for Tuesday 10/20/2020 (\$0.00)

Lunch Items for Wednesday 10/21/2020 (\$0.00)

Lunch Items for Thursday 10/22/2020 (\$0.00)

Lunch Items for Friday 10/23/2020 (\$0.00)

Lunch Items for Monday 10/26/2020 (\$0.00)

Lunch Items for Tuesday 10/27/2020 (\$0.00)

Lunch Items for Wednesday 10/28/2020 (\$0.00)

Lunch Items for Thursday 10/29/2020 (\$0.00)

Lunch Items for Friday 10/30/2020 (\$0.00)

Quantity may include items previously ordered.

Grand Total: \$5.00


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SUBMIT ORDER

1. Make sure you are ordering for the correct student (if you have more than one child)
2. Note quantity and once you have ordered what you would like
3. Click "Submit Order"

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Make a Payment Step One:

 Confirm Lunch Order

Student / Date	Lunch Item	Price	Quantity	Total
Student Name				
10/12/2020				
	K-8 Mac and Cheese (side/drink)	\$5.00	1	\$5.00

Order Total: \$5.00

BACK

CONFIRM AND PAY

Next, click “Confirm and Pay”

Make a Payment Step Two:

The system will then ask you to select a payment method. If you do not have a payment method on file, please create one. Note: No transaction fee if paid from a checking account. A 2.85% fee will apply to Debit/Credit cards.

Make A Payment

Payment Method
☒ Wells Fargo ending in
or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings Account - no fee

Card transactions for Ontario Christian School are processed by FACTS Management Company, USA.

[FACTS Returned Payment Fee Policy](#)

Total Amount
Elem Hot Lunch-order by
Lunch link under Student
\$5.00

Total \$5.00 [Details](#)

A transaction receipt will be sent to [Add another e-mail address](#)

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of Ontario Christian School to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

Cancel **Pay \$5.00 Now**

Press Pay Now to pay for your order. Note: if you do not receive a confirmation via e-mail, your order was not successful.

Important Reminders:

- Your lunch items will turn BLUE on the lunch calendar page when payment has been successfully ordered. They will turn RED if the payment was unsuccessful.
- All orders must be placed on ParentsWeb no later than midnight the night BEFORE the day you would like a particular lunch.
- Refunds are only provided if your child is absent. We require that you notify us of your child's absence and illness before 9:00 a.m. to receive this refund. Absence is the only qualifying condition for a refund.
- Please be careful of classroom field trips and parties to avoid purchasing hot lunch on a date of a field trip or classroom party.