



BAYSHORE
CHRISTIAN SCHOOL

Christian, Classical, Life Preparatory

Lunch Ordering at BCS

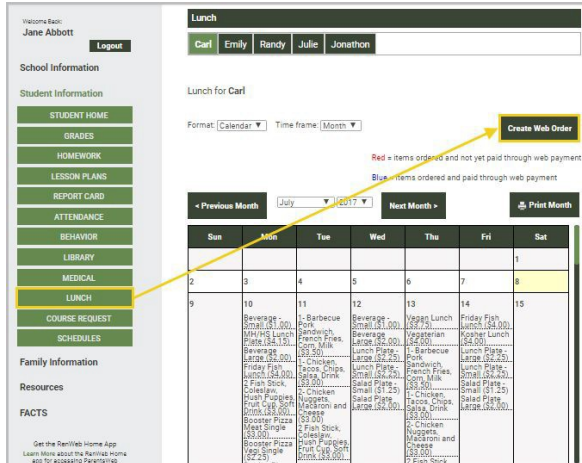
Although BCS does not have an in-house cafeteria, we do offer a variety of hot lunch options from local restaurants for our students each day. Some of these options include Chick-fil-a, Moe's, Subway, Popeye's, and Rotolo's. Orders are placed through your FACTS account one month in advance. Parents will receive an email notification each month when lunch ordering opens and closes. Lunch ordering will be open for 5-7 days; orders must be placed and paid in full during this time. Once ordering has closed, it cannot be reopened, and orders placed cannot be changed or refunded. If you have any questions about lunch orders, please call the school office.

Placing Orders Through FACTS

Step 1: Log in to your FACTS account. On the left side of the screen, click the arrow next to **Student**.

Step 2: On the left side of the screen, click **Lunch**. A calendar of the current month's menu will appear. Items that have been ordered are displayed in blue.

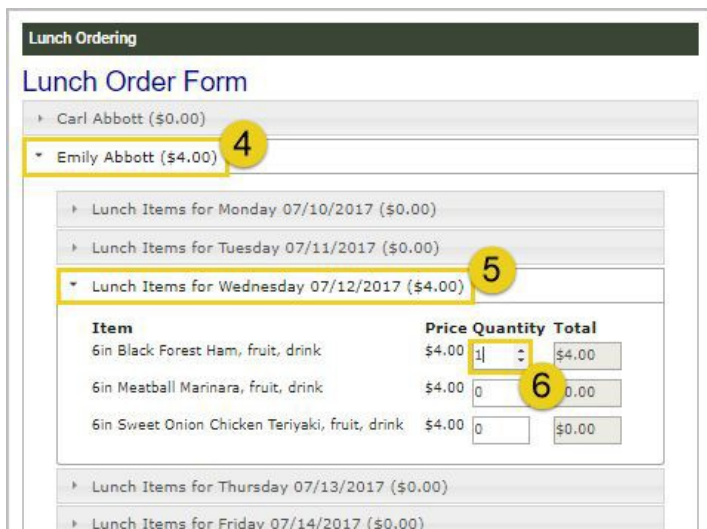
Step 3: On the top right of the screen, click **Create Web Order**. The Lunch order Form will display, listing each student in the family.



Step 4: Click the student's name for whom you wish to place an order. The **Lunch Order Form** will expand listing each date that an order may be placed.

Step 5: Select the date to place an order.

Step 6: Type the number of items to order for the student in the **Quantity** column. The **Total** column will automatically display the cost.



Step 7: Repeat this step for each student. The **Grand Total** will be listed at the bottom of the page.

Step 8: Click **Submit Order**.

Step 9: Click **Confirm + Pay**. **Your order will not process until you have completed Payment.** If an error occurs, your order will not disappear. If you have any problems with this step, call the school office.

Step 10: Click **Pay Amount Now**.

Please note:

Once your payment has processed, your items will turn from black to blue on the **Lunch Calendar**. You will receive an email confirmation of your order. If you do not receive an email, please ensure that you have completed your order and clicked **Pay**.

We do not accept cash, checks, or credit cards for lunch ordering. Payment can only be processed through FACTS using your checking account.