

Lunch Ordering

Providence Academy offers hot lunch options that parents may purchase for their children.

Hot lunch options are available to students on Mondays and Wednesdays.

Lunch must be ordered through the FACTS Family Portal for the entire month. Families will be billed upon submission of the lunch order.

Cost of lunch varies from \$4.50 to \$7.00

Instructions to order lunches:

1. Log into the FACTS Family Portal.
2. Click on the "Student" option from the main menu.
3. Select the "Lunch" option.
 - a. Monthly lunch options may be seen on this screen.
4. Click "+ Create Web Order" to place the lunch orders for the month.
5. Submit the order for payment. You will receive a confirmation email detailing the charges that will be billed to your account.
 - a. If you do not receive the email, it means your lunch order was NOT processed.

Lunch orders must be placed before the deadline; **the lunch portal typically closes on the last Friday of the previous month.**

If your student is absent on the order date, a credit can be issued. Parents must email the office to request a credit (credits are NOT automatically applied). NOTE: Credits cannot be issued for certain lunch orders (e.g., Chick-Fil-A Chicken Sandwiches).

For more information contact the school office.

