

FOOD SERVICES

THE METRO STATION

One of our top priorities at MCA is to provide your child with nutritious lunch options each day in the Metro Station, our school cafeteria. For the 2020-21 school year, we are excited to offer fresh and healthy menu items, along with more choices for hot and cold lunches, plus breakfast and snack options.

The Metro Station creates a menu at the beginning of the school year that offers a variety of hot and cold food choices from which all students/families may pre-order online on a weekly basis. Students may choose to bring their lunch to school rather than purchasing from the pre-order menu.

Pre-Order Lunch Menu

- Purchased online in advance through FACTS Family Portal.
- Pre-ordered weekly.
- Payments must be made at the time your order is submitted online.

HOW TO SUBMIT A PRE-ORDERED LUNCH FOR YOUR STUDENT

1. Log in to FACTS Family Portal.
2. Select - STUDENT INFORMATION.
3. Select - LUNCH.
4. Select the STUDENT for whom you are pre-ordering lunch.
5. Select the WEEK you want to pre-order lunch. (The week can be changed by selecting the arrows next to the week.) **NOTE:** *Only one (1) week is open at a time for pre-ordering.*
6. Select - CREATE WEB ORDER. (*This is located above the calendar.*)
7. For each day of week, the lunches available for pre-order are listed. To order a specific lunch item, enter a "1" for QUANTITY by the item.
8. The Grand Total (dollar amount) lists all lunches ordered for all students in your family for the week.
9. Review your order. (*This is your opportunity to make changes. Once your order is submitted changes cannot be made.*)
10. **HELPFUL HINT:** To keep from placing duplicate lunch orders with multiple charges/payment, be sure to order at one time for all days of the week that lunch has been selected.
11. To place order, select – ORDER ITEMS.
12. Select Payment Option then select – SUBMIT ORDER.

NOTE:

- Milk is included in all Lower School pre-ordered lunches.
- For questions on how to submit your pre-ordered lunch, please contact [Lee Bartlett](#).

ADDITIONAL INFO:

- For pre-ordered lunches, families will not be issued lunch credits/refunds due to student absence, field trips, etc.
- Changes cannot be made to pre-ordered lunches once the order is submitted.
- For any student who does not have a lunch for the day, an alternate lunch (sandwich, chips and milk) will be provided, and the cost billed to the family account.
- The Metro Station cannot guarantee that any menu/food item is allergen free.