

# THE METRO STATION

In an effort to protect the health and safety of our students and staff during this period of COVID-19, MCA has implemented a modified operations plan for the Metro Station, our school cafeteria. For all the details, please read [Modified Lunch Plan for 2020-21](#).

## HOW TO ORDER LUNCH

- Lunches are ordered one week in advance for one week at a time through Family Portal – Student / Lunch (*see sample schedule below*).
- Payments must be made at the time your order is submitted online.
- Ordering opens every Thursday, closes every Wednesday. (*\*Only exception – 1<sup>st</sup> week of school\**)
- For questions on how to order lunch, please contact [Lee Bartlett](#).

## HOW TO SUBMIT A LUNCH ORDER FOR YOUR STUDENT ([watch video tutorial](#))

1. Log in to 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 (\$ 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.

## HELPFUL HINTS WHEN ORDERING LUNCH:

- Please order for the entire week and for all Upper and Lower School students in the family at one time.
- Review order carefully before submitting. Changes cannot be made to your order.
- Making changes to your order after it has been submitted will result in duplicate charges.
- After you submit and pay for your lunch order, the items ordered will be displayed in **BLUE** on the lunch calendar as soon as the order is placed.
- If the items are displayed in **RED** on the lunch calendar, the order and payment did not process, and the lunches will not be ordered for your child(ren).

- Please review lunch calendar after submitting and paying for order to make sure all lunch items are displayed in **BLUE**.
- Set aside a specific time and day to place your lunch order, so you get in the habit of placing it weekly.

**REMINDERS FOR 2020-21:**

- All lunch items (food/beverage) must be **pre-ordered**.
- There will be **no** Grab-N-Go food/beverage items available for purchase during lunch, until further notice.
- Build Your Own Lunch - beverage, chips, dessert not included with meal unless stated in description.
- Milk is not included in Lower School or Upper School lunch - you must add it to your order.
- 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 emergency 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.

**SAMPLE SCHEDULE FOR ORDERING LUNCH (through September):**

ORDER DATES (OPEN/CLOSE)	WEEK OF LUNCH
August 12 - 18	August 20-28
August 20 after 9:00 am – August 26	August 31- September 4
August 27 after 9:00 am – September 2	September 8-11
September 3 after 9:00 am - September 9	September 14-17
September 10 after 9:00 am - September 16	September 21-25
September 17 after 9:00 am - September 23	September 28 – October 2