



HOW TO ORDER LUNCH

Each day MCA's school cafeteria, the Metro Station, offers a variety of hot and cold lunch options that are available for purchase for all students (TK-12th). These lunch offerings must be pre-ordered online and payment made at time of order. Click here for the menu of [Pre-Order Lunch options](#).

HOW TO ORDER LUNCH

- Lunches are ordered one week in advance for one week at a time through Family Portal – Student / Lunch (*see sample order schedule below*).
- Payments must be made at the time your order is submitted online.
- Ordering opens every Thursday, closes every Wednesday. (**Only exception – 1st 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 2021-22:

- 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 11 - 17	August 19-27
August 19 after 9:00 am – August 25	August 30- September 3
August 26 after 9:00 am – September 1	September 7-10
September 2 after 9:00 am - September 8	September 13-16
September 9 after 9:00 am - September 15	September 20-24
September 16 after 9:00 am - September 22	September 27 – October 1