

THE METRO STATION

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 a sample menu of Pre-Order Lunch options.](#)

HOW TO ORDER LUNCH

- Go to Family Portal – Student/Lunch each week to place your lunch order
- 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 – **indicating your order has been processed.**
- 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, which indicates your order has been processed.**
- Set aside a specific time and day to place your lunch order, so you get in the habit of placing it weekly. MCA is no longer sending weekly email reminders to parents.

REMINDERS FOR 2022-23:

- 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.

SCHEDULE FOR ORDERING LUNCH (through September):

OPEN DATE	CLOSE DATE	WEEK OF LUNCH
August 15	August 23	August 25 – September 2
August 25	August 31	September 6-9
September 1	September 7	September 12-16
September 8	September 14	September 19-23
September 15	September 21	September 26-29
September 22	September 28	October 4-7

[2022-23 Schedule for Ordering Lunch \(entire school year\) – click to view](#)