

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 (K5-12th). **These lunch offerings must be pre-ordered online and payment made at time of order.**

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 of following week.
- For questions on how to order lunch, please contact Lisa Lytle at lisa.lytle@fbcit.org

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.

REMINDERS

- 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.