



POTENTIAL CHRISTIAN ACADEMY

FAMILY PORTAL LUNCH ORDERING

2024-2025

WAY MAKER

PARTNERING WITH STUDENTS TO
REACH THEIR GOD POTENTIAL

Ephesians 3:21

REMINDERS:

- Before ordering lunch, please clear all cookies and web browsing history on your web browser to avoid any errors.
- Parents must use the Family Portal login for the parent who is the financially responsible party on FACTS Tuition Management.
- Please note that ONLY method accepted for lunch orders will be online through the Family Portal or the PCA App.
- Should you have any issues ordering, please take a screenshot of the error message and email it directly to Laura.Cruz@ilovepca.com so that the problem can be corrected.
- Lunches will be charged as soon as the order is placed. (As with other expenses, charges will not be billed on the 5th or the 20th.)
- You must place your order within a limited time frame each month. Online lunch menu ordering will be available for prepurchase through the Friday of the week before the start of the new month. A monthly email will remind you of those dates.
- Prepaid lunches will only be credited if the order is canceled within 5 business days before the cancellation date. Please email Laura.Cruz@ilovepca.com for the cancellation request.

FOOD ALLERGY NOTICE: Please be advised that food served at the school may contain milk, eggs, wheat, soy, peanuts, tree nuts, or fish.

LUNCH ORDERING

The PCA Family Portal can be found in the parent's tab on our website www.ilovepca.com or on our PCA school app

1. After logging into the *Family Portal*, click *Student Information*.
2. Click *Lunch*. The lunch calendar displays.
3. Click *Create Web Order* to create a lunch order for the student. The lunch order form displays, listing each student in the family.

The screenshot shows the PCA Family Portal interface for lunch ordering. The navigation menu on the left includes: School, Student, Student Home, Grades, Homework, Lesson Plans, Report Card, Attendance, Behavior, Medical, Lunch (highlighted), Course Request, and Schedules. The main content area displays a calendar for the week of 8/16/2019. A 'CREATE WEB ORDER' button is highlighted in the top right. The calendar shows lunch items for each day of the week, including options like CFA Chicken Nuggets, FS #2 Turkey/Cheese Sub, HH Cheese Pizza, SRS BBQ Chicken Sandwich, CFA Chicken Sandwich, FS #5 Chicken Salad/Cheese Sub, HH Steak Howie Roll, SRS Dog, CFA Chilled, Grilled Sub, FS #6 Hot Italian Sub, SRS Grilled Chicken Salad, CFA Cool Wrap-Half, FS Chef Salad, SRS Mac-N-Cheese, CFA Small Fruit Cup, FS Chocolate Chip Cookie, HH Turkey Club Calzone, CFA Small Side Salad, HH Veggie Calzone, and CFA Spicy Chicken Sandwich.

LUNCH FORM

LUNCH ORDER FORM

Gabrielle Allison (\$2.50)

George Abraham (\$0.00) **4**

Lunch Items for Friday 08/16/2019 (\$0.00) **5**

Lunch Item	Price	Quantity	Total
CFA Chicken Nuggets, 4 Pack	\$4.00	0	\$0.00
CFA Chicken Nuggets, 8 Pack	\$4.00	0	\$0.00
CFA Chicken Sandwich	\$4.00	0	\$0.00
CFA Chilled, Grilled Sub	\$4.00	0	\$0.00
CFA Cool Wrap-Half	\$4.00	0	\$0.00
CFA Small Fruit Cup	\$1.00	0	\$0.00
CFA Small Side Salad	\$1.00	0	\$0.00
CFA Spicy Chicken Sandwich	\$4.00	0	\$0.00

Lunch Items for Monday 08/19/2019 (\$0.00)

Silas Abraham (\$0.00)

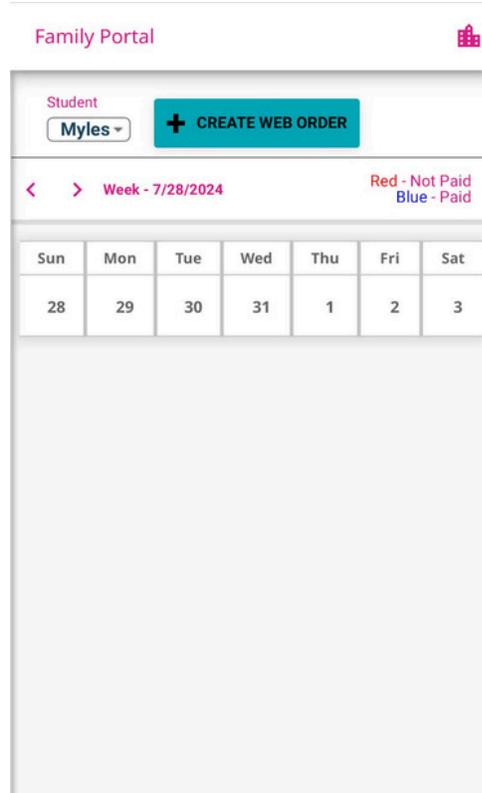
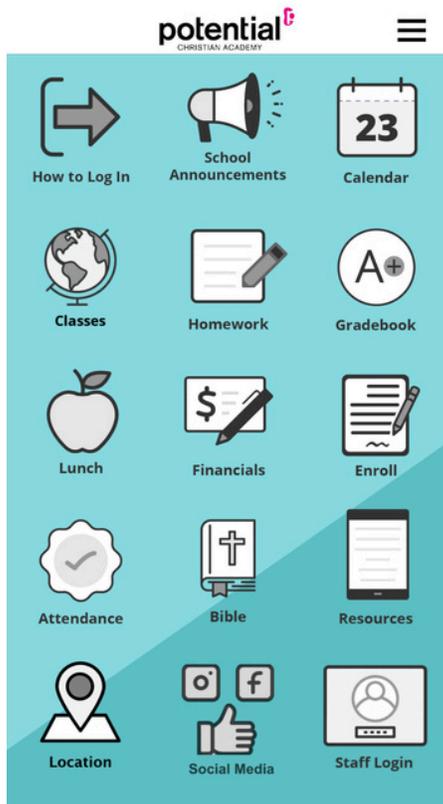
Quantity may include items previously ordered.

GRAND TOTAL: \$2.50

SUBMIT ORDER

4. Click the *student's name* for which you wish to place an order.
5. Click the *date* to place an order. The lunch item list expands.
6. Type the *number* of items to order for the student in the quantity column. The total column displays the cost.
7. Repeat for all dates and all students. The *grand total* is listed at the bottom.
8. Click submit order. The charges will now display for the student on their Family Portal to be paid on the financial screen.

LUNCH APP



1. Launch the *PCA app*
2. Click *Lunch*. (apple icon)
 - a. If you are not already signed into your family portal, it will ask you to do so now. The district code is PT-FL and the username is your facts login information.
3. Click *Create Web Order* to create a lunch order for the student. The lunch order form displays, listing each student in the family.
4. Click the *student's name* for which you wish to place an order.
5. Click the *date* to place an order. The lunch item list expands.
6. Type the *number* of items to order for the student in the quantity column. The total column displays the cost.
7. Repeat for all dates and all students. The *grand total* is listed at the bottom.
8. Click submit order. The charges will now display for the student on their Family Portal to be paid on the financial screen.