



Family Portal Lunch Ordering 2023-2024

potential 
CHRISTIAN ACADEMY

Reminders:

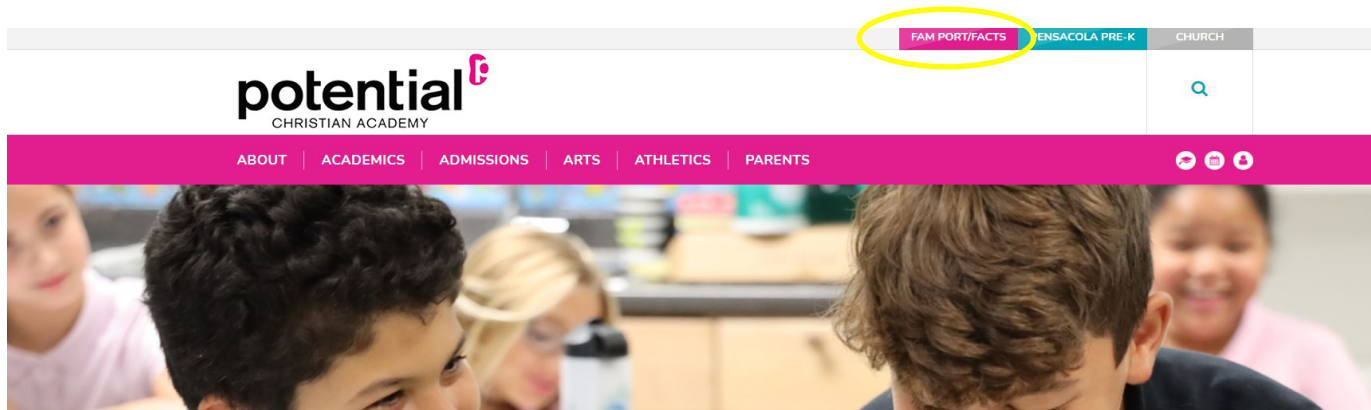
- ❑ Prior to ordering lunch, please clear all cookies and web browsing history on your web browser in order to avoid any errors.
- ❑ Parents must use the Family Portal login for the parent who is the financially-responsible party on FACTS Tuition Management.
- ❑ Should you have any issues ordering, please 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. (Charges will not be billed on the 5th or the 20th as with other expenses).
- ❑ There is a limited timeframe each month in which you must place your order. Online lunch menu ordering will be available for pre-purchase through the Friday of the week prior to the start of the new month. A monthly email will be sent out reminding you of those dates. After that date, there will be a \$5 flat late fee charged to your account.
- ❑ Pre-paid lunches will only be credited if the order is canceled within 3-5 business days prior to the cancellation date OR a school-mandated class closure is in effect due to Covid. Please email laura.cruz@ilovepca.com for the cancellation request.

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

LUNCH ORDERING

The PCAFamily Portal can be found on the top right corner of our website:

www.ilovepca.com



1. After logging into 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.

Student: Gabrielle

+ CREATE WEB ORDER

8/16/2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12 CFA Chicken Nuggets, 4 Pack (\$2.50) CFA Chicken Nuggets, 8 Pack (\$2.50) CFA Chicken Sandwich (\$2.50) CFA Chilled, Grilled Sub (\$2.50) CFA Cool Wrap-Half (\$2.50) CFA Small Fruit Cup (\$0.50) CFA Small Side Salad (\$0.50) CFA Spicy Chicken Sandwich (\$2.50)	13 FS #2 Turkey/Cheese Sub (\$2.50) FS #4 Hot Meatball Sub (\$2.50) FS #5 Chicken Salad/Cheese Sub (\$2.50) FS #6 Hot Italian Sub (\$2.50) FS Chef Salad (\$2.50) FS Chocolate Chip Cookie (\$0.50)	14 Eggs and Bacon (\$2.50) HH Cheese Pizza (\$2.50) HH Chicken Howie Roll (\$2.50) HH Salad (\$2.50) HH Steak Howie Roll (\$2.50) HH Steak/Cheese Calzone (\$2.50) HH Turkey Club Calzone (\$2.50) HH Veggie Calzone (\$2.50)	15 SRS BBQ Chicken Sandwich (\$2.50) SRS BBQ Sandwich (\$2.50) SRS Chicken Tenders (\$2.50) SRS Dog (\$2.50) SRS Grilled Chicken Salad (\$2.50) SRS Mac-N-Cheese (\$2.50)	16 CFA Chicken Nuggets, 4 Pack (\$2.50) CFA Chicken Nuggets, 8 Pack (\$2.50) CFA Chicken Sandwich (\$2.50) CFA Chilled, Grilled Sub (\$2.50) CFA Cool Wrap-Half (\$2.50) CFA Small Fruit Cup (\$0.50) CFA Small Side Salad (\$0.50) CFA Spicy Chicken Sandwich (\$2.50)	17

Lunch Ordering

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	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Chicken Nuggets, 8 Pack	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Chicken Sandwich	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Chilled, Grilled Sub	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Cool Wrap-Half	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Small Fruit Cup	\$1.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Small Side Salad	\$1.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Spicy Chicken Sandwich	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$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

- Click the student name for which you wish to place an order. The Lunch Order Form expands listing each date an order may be placed.
- Click the date to place an order. The Lunch Item list expands.
- Type the number of items to order for the student in the Quantity column. The Total column displays the cost.
- Repeat for all dates and all students. The Grand Total is listed at the bottom.
- Click Submit Order. The charges will now display for the student on their Family Portal to be paid on the Financial screen.