

# **FBCS LUNCHES**

We are so excited to announce that lunch orders and payments will be done EXCLUSIVELY ONLINE. Please follow the steps below to order your child's lunch.

## **PLACING YOUR ORDER**

1. From the school website, click on LINKS tab at top right.
2. Select HEADMASTER ONLINE from menu
3. Enter your USERNAME and PASSWORD
4. Select LUNCH from top right
5. Select CURRENT MONTH or NEXT MONTH
6. If you have multiple children, select the specific child's name from the tabs located at the top of the lunch calendar, when done select the next child's tab and place their order, continue until all children have been ordered for. (You must place a separate order for each of your children)
7. Select ORDER LUNCH
8. Change DATE RANGE to suit your ordering needs
9. Select desired ITEMS and QUANTITIES
10. After selecting items, scroll to the top of the page and select SUBMIT near the upper right. (You MUST immediately add funds to your account for your order to be accepted and processed. Follow directions below to add funds)

## **ADDING FUNDS TO YOUR LUNCH ACCOUNT**

1. Click OVERVIEW on the top left in the BLUE TASK bar
2. Click on the GREEN MAKE PAYMENT button (located under FAMILY BALANCE)
3. Enter the desired amount of funds to be added to your account (Money added to your account must be equal to or more than the order(s) placed.) Click CONTINUE
4. Enter payment information.
5. Review and process payment.

\*\* If you have a Pre-school student, you MUST ORDER AND PURCHASE their lunch through Miss Karen.

\*\* When adding funds to your lunch account, only one transaction is necessary because funds are disbursed to your FAMILY ACCOUNT.

\*\* NO ORDERS WILL BE ACCEPTED THROUGH THE SCHOOL OFFICE!!

\*\* All orders must be placed NO LATER THAN the Thursday of the week before. Just because the system will allow you to order does NOT mean your order will go through. \*\* Orders may be placed up to 1 MONTH in advance

## **LUNCH ITEMS AND PRICES**

<b>Tuesday: Jimmy Johns Mini Sub</b>	<i>Mini Sub w/bag of chips</i>
Ham & Cheese (w/wo Lettuce & Tomato) \$5.00	Vito (salami, provolone, capicola) w/wo Lettuce & Tomato \$5.00
Turkey (w/wo Lettuce & Tomato) \$5.00	
<b>Thursday: Chick-Fil-A Options:</b>	
Chicken Sandwich \$4.50	
8 Nuggets \$4.50	
<b>Friday: Pappa John</b>	
\$2.00 per slice	