

Dear SCS Families,

Good afternoon...please see updated instructions below for the SCS Lunch Program ordering/payment AND loading funds onto your family Lunch Prepay Account (a la carte items; grades 6-12).

***Ordering Lunch/Making Payment via ParentsWeb (Grades PreK thru 12):***

#1 Log into ParentsWeb, on the left hand side of the screen, click on Student, then Lunch

#2 From the drop down menu, select the student you'd like to order lunch for, select the lunch week desired, then click CREATE WEB ORDER

#3 Click on the student name, a listing of that week's lunches (we require 48 hours lead time for lunch orders)

#4 Click on the school day(s) of your choice, enter how many lunches you'd like for your student(s), then click SUBMIT ORDER.

#5 Your order will pop up for review, then click CONFIRM and PAY (it is possible you'll need to have your banking information available for the autopay to become active)

#6 Continue to follow the payment prompts, submit and you'll receive an email confirmation of your lunch order/payment.

*Please note, grades 6-8 MUST preorder lunches online via ParentsWeb.*

***Loading Lunch PrePay Funds for "A La Carte" Items via ParentsWeb (Does not apply to Lower School students Grades PreK - 5th):***

#1 Log into ParentsWeb, on the left hand side of the screen, click Financial

#2 On the screen you'll see a PrePay Accounts box, click ADD FUNDS

#3 Next follow the simple 3 step process/prompts for adding funds to your student(s) Lunch PrePay account (it is possible you'll need to have your banking information available for the autopay to become active)

#4 You'll receive an email conformation of the Lunch PrePay funds loaded to your account. Once funds are loaded, your student(s) grades 6-12 will be able to purchase "a la carte" items during the lunch period.

Also over the coming days, in partnership with FACTS Financial, we're transferring prior school year balances due/credits remaining to the new '21-'22 school year lunch program that will be visible under your ParentsWeb Lunch PrePay account. Thank you again for your patience with this lunch program transition.