

# Read carefully our procedure regarding lunch.



## HOT LUNCH ORDERING PROCEDURE FOR 2025-2026

A catered lunch will be served Monday-Thursday. We will offer a Pizza Lunch on MOST Fridays which is through EPIC. Pizza ordering is included on the same order form. **Orders & payment MUST be made in advance for the next month. There is no purchasing the day of or after the due date.**

Catered Hot lunch is available beginning Tuesday, September 2, 2025. Our first Friday Pizza is September 5, 2025

### PRICES:

**Monday-Thursday - \$4.00** per catered lunch and **\$1.75** for an additional entrée –Your student may purchase one full meal (and also an extra entrée if desired). If your child wants an extra entrée, a full lunch *must be purchased as well*. A salad entrée with ranch is available for **\$4.00**. *A student can buy the hot lunch entrée OR the salad, but not both.* **Milk is NOT included in the price of hot lunch.** *Milk can be purchased for \$10.00 for the year.* **ORDER MILK BY 9/19/25.**

**Pizza Fridays** – students will get **2 slices of pizza and a cookie for \$5.00 OR 4 slices of pizza and 2 cookies for \$10.00**

\*\* To reduce significant time requirements in the processing of lunch orders and payments, **we will continue to be cashless for hot lunches & milk. Ordering & payments will be online through FACTS Forms.**

### ORDERING PROCEDURE

Hot lunch menus will be available on St. Peter website under: Parents > Lunch Program or it will be attached to the ordering email. *Lunches are ordered one month ahead of time, students cannot buy the day of.*

1. To order hot lunch, use the link that will be sent out to Families the week prior to the due date. Click the FACTS link, and place your order (you will have to order & check out separately for each child). **Payers can pay via credit/debit card for a transactional convenience fee of 3.05% and no charge for ACH transactions.**
2. Orders are DUE on FACTS BY the due date given. A receipt will be sent to you after payment and will show what your student(s) have purchased. Each date is listed with the main meal as the header. Your receipt will show after that header what was purchased.
3. **PLEASE KEEP TRACK AT HOME OF THE LUNCHES YOU HAVE ORDERED FOR YOUR CHILD EACH MONTH. YOU CAN PRINT OFF THE EMAIL FROM FACTS WITH A LIST OF YOUR PURCHASED LUNCHES OR MARK UP THE CALENDAR FROM THE WEBSITE.**

Only lunches ordered and paid for through FACTS by the posted deadline will be ordered. A peanut butter and jelly sandwich will be provided for \$1.00, to any child who forgets his or her lunch. *A charge slip will be emailed home the day of with the charge. Payment is due the next school day via cash.* A forgotten lunch can also be brought to the school. **Per the handbook, fast food is PROHIBITED. Please do not send fast food in lunch boxes or drop it off to school for your child. Soda and energy drinks are also not allowed.**

In the event your child is ill on the day of an ordered lunch, you may pick up the lunch between 11:30 and 12:30 p.m. in the office, you may have a sibling eat the lunch, or you can give it to another student. *Please enter information in PickUp Patrol or email the office. Please let us know your intentions by 10AM so we can set the lunch aside for pick up.*

## MILK ORDERING PROCEDURE FOR 2025-2026

**Please note: Milk is NOT provided as part of the hot lunch. Milk will be available starting on August 21, 2025.**



**Milk can be purchased BY 9/19 for \$10.00 for the school year.** You may order and make payment for milk on FACTS. Students should not take milk until payment is made. Use the *FACTS link in the OptionC email.*