

Dear Families,

As we prepare for the start of the school year, we want to share a few important reminders regarding school lunches and cafeteria purchases.

School Lunch Ordering

The first week of school lunches (beginning **Monday, August 31**) must be ordered **no later than Friday, August 14, at 5:00 p.m.** This ordering timeline is set up in FACTS and will continue throughout the school year.

For example:

- Lunches for **September 7–11** must be ordered by **Friday, August 21, at 5:00 p.m.** Each week's lunch orders will close at **5:00 p.m. on Friday, that is two weeks before the lunch week.**

A calendar showing all lunch order deadlines has been emailed to you with this notice for your convenience.

Important Payment Information

If you order lunches through FACTS, **payment by credit card is required at the time you place your order.** If payment is not completed, the order is not submitted, and the lunches will not appear on our end.

If your family prefers to pay with cash, you may still order lunches by following the same deadline:

- Write your child's lunch selections on paper.
- Place the order form and the **exact cash payment** in an envelope.
- Send your child's lunch order and **exact cash payment** in a clearly marked envelope labeled **"Lunch"** in your child's backpack by the Friday deadline, two weeks before the lunch week.

Ordering and payment must be received by the deadline to ensure your child's lunches can be prepared.

Cookie Orders

Beginning Thursday, November 5, homeroom teachers will take cookie orders every **Thursday morning.** If your child would like a cookie on Friday, please send **\$1** with them on Thursday. Cookie orders **must be placed on Thursday** and cannot be accepted on Friday morning.

Lunchtime Snacks

Ice cream, chips, and other snacks are available for purchase during lunch:

- **Pre-K3 through Grade 2:** Fridays only
- **Grades 3–8:** Every lunch period

All snacks and ice cream are **\$1 each** and must be purchased during lunchtime. These items are **not available through the FACTS meal ordering system**. Please note that snacks and ice cream may not be available on certain days due to special school events.

To help our lunch program run smoothly, we kindly ask that students bring **exactly \$1** for cookies and snack purchases whenever possible, as making change for larger bills (such as \$10 or \$20) is often difficult.

Free & Reduced-Price Lunch Program

For families interested in applying for the Free & Reduced-Price Lunch Program, please note that the State has not yet released the **2026–2027 application and income eligibility guidelines**. Please continue to check our school website for updates. We will post the application and guidelines as soon as they become available.

If you have any other questions regarding our lunch program please [click here to visit](#) our website or contact our Lunch Director, **Donna McPherson**, at d.mcpherson@stpaulkensington.org.

Thank you!