

HOT LUNCH ONLINE INSTRUCTIONS:

Go to home page of our website = www.stvalentineschool.com

Using the drop down box **Current Families** select Hot Lunch program.

Enter your username and password.

Choose each student from the drop down box under your family name to enter each child separately.

Make your selection by checking each box for lunch, extra entrée, or milk. (Prices are listed above)

Choose the child's milk preference.

If you would like your child to have a bagel on bagel day please be sure to enter your order. (Bagel Day is the third Thursday of each month)

After you have made all your selections click the update button this enters your child's order. Your total for each child will appear with an amount due for your family in the line below.

PAYMENT INFORMATION: Your family total for hot lunch for each month will be added to your FACTS tuition account and be due at the end of each month unless paid in the office prior to submission. **September will have two hot lunch totals added to FACTS (the month of September and October).**

2017-2018 HOT LUNCH SCHEDULE

MONTH		ORDER DUE DATE ONLINE	FACTS PAYMENT DATE
September	2017	August 28, 2017	September 8, 2017
October	2017	September 19, 2017	September 29, 2017
November	2017	October 18, 2017	October 27, 2017
December	2017	November 15, 2017	November 30, 2017
January	2018	December 13, 2017	December 29, 2017
February	2018	January 17, 2018	January 26, 2018
March	2018	February 14, 2018	February 28, 2018
April	2018	March 14, 2018	March 30, 2018
May	2018	April 18, 2018	April 27, 2018
June	No Hot Lunch		