

WCCS Food Service Information & Lunch Ordering Instructions

The purpose of the Westminster Catawba Christian School Food Service Program is to provide quality meals at an affordable price that students will enjoy, promoting quality classroom performance. **On the lower school campus, the cost for a lunch is \$4.25. On the upper school campus, the cost for a lunch is \$4.50. Drinks cost \$.75 cents on both campuses.**

Kitchens on both campuses are regulated and inspected by the South Carolina Department of Health and Environmental Control (DHEC). Both kitchens maintain an "A" DHEC rating. WCCS strives to provide parents with healthy food options for their students. The WCCS food service program includes prepared meals, salads, fruit, water, juice and low fat milk as healthy options. Nutritional standards, set forth by WCCS, are determined by USDA Nutrient Standards, and based on a weekly average.

If your student does not have a lunch we have a "forgotten lunch" option. They will receive a peanut butter and jelly sandwich, bag of chips and a drink. You will receive a notice for a charge for this meal. **The cost is \$3.25.**

Lunches are available to order for 3K - 12th grade students at WCCS through FACTS. Please do not order lunches for your Infant - 2 Year Olds. Ordering opens on the 10th and closes on the 20th for the next month's menu. Refunds are given for excused absences and field trips that weren't on the lunch calendar. If you need a refund e mail Cindy Callicott at ccallicott@wccs.org.

LUNCH ORDERING INSTRUCTIONS

1. Log into your ParentsWeb account with your username and password, using the link, "Parent Login" at the top, right hand corner of the www.wccs.org website.
2. When your ParentsWeb account pulls up, click on the "Student Information" tab on the left-hand menu of the screen.
3. Click on the "Lunch" tab that opens up under "Student Information"
4. You will now be able to see the daily menu options available for each week that occurs in the next month. Previous lunch orders under each student that have been submitted and paid for will show up in blue. Red text indicates orders that have not been finalized with payment. Notice that menu options are showing for both campuses, along with special notes about dates in which certain grades/classes will be on field trips or not on site to have lunch at the school.
5. To place a lunch order, click "Create Web Order", the navy blue button to the right.
6. Under "Lunch Ordering", click on the student for which you wish to order lunches. Please note that although the system allows for lunches and payments to be made for Infants - 2 Year Olds, WCCS is only able to provide hot lunches to 3K - 12th grade students because of DHEC requirements.
7. When you click on the student for which you wish to order lunches, you will now see a drop-down menu of the dates for which you may place lunch orders. Click on each date to see menu items available. Please note that both campus menus are listed, even if your child/ren is only on one campus, so be mindful of which menu items from which campus you are selecting. Please also note that you must select a drink along with the meal item in order for your child to have that drink available. Place the number (1) beside the menu item/s you wish to order for each day. Each day's order will automatically be saved and will continue totaling at the bottom of the page under "Grand Total" until you submit your lunch order.

8. If you have multiple students, you should be able to complete lunch orders for each student (click on each student's name to order his/her lunch) before submitting payment.
9. When you have completed ordering lunches, hit the "Submit Order" button at the bottom of the page.
10. You will now be able to see all of the menu items you have selected for each student. Please review. To make edits, hit the "back" link. When you are sure that your order is complete, hit "Submit and Pay."
11. You will now be directed to payment options through a secure online partner, FACTS. You have the option of either paying through your bank account (through FACTS) or via credit card. Please note that there is a minimal processing charge that is assessed if you choose to pay via credit card.
12. After choosing your payment option, please select "Authorize Payment"
13. Your order will be confirmed via the personal email you have provided.
14. To confirm lunches have indeed been ordered, you can view lunches by student in ParentsWeb, "Student Information," "Lunch." Click on each student's name to view lunch items ordered. Blue text indicates items ordered and paid for through web payment. Red items indicate items that have been ordered but not paid for.
15. If you have any difficulties or questions, please contact Jan Odom at 803-328-5488.