

Lunch Ordering Procedures

Each Friday we will upload a new lunch menu for the following week. Parents will need to log into their FACTS Parents Web Portal on the school website (the link is <https://scs-nd.client.renweb.com/pwr/>) and complete your lunch order for your students by Sunday midnight. After this time you will not be able to order hot lunch for the upcoming week. Any orders made at school will incur a \$1 late charge. Below are the instructions for ordering your hot lunches.

Since we start school on a Thursday, you will be able to order hot lunch thru Friday of the following week. After that we will post only a week at a time.

Student Sign Up for Hot lunch:

1. Go to shilohchristian.org
2. Click drop down menu FACTS Parents Web.
3. Click FACTS Parents Web Login.
4. Login with your username and password.
5. Click on Student (left side of screen).
6. Click on Lunch (left side of screen).
7. Make sure the date is correct for the week ordering at top left-hand side of screen.
7. Click on Create Web Order on the top left-hand side of screen.
8. For each of your students, Click on the lunch item, second helping and/or extra milk for each day of the week. Please note that lunches are categorized by grade level of students and 2nd serving is extra of the main entrée.
9. Click on Order Items on the bottom of screen

Forget to order lunch - \$1.00 late charge per lunch

Order lunch and absent – lunch charges will be removed

Staff Sign Up for Hot Lunch: (must be done using this method even if you have children at Shiloh)

1. In FACTS, on the left-hand side, click on Cafeteria.
2. Click on Staff Lunch
3. Make sure you choose the correct date on top of page
4. Choose the drop-down arrow by Add: below your name
5. Choose Staff lunch (at bottom of list) or staff soup & salad
6. Click save lunch

Questions? Please contact Mrs. Stevahn at stevahnm@shilohchristian.org