



Wyoming Area Catholic School

“Where we Live, Love and Learn by Faith”

October Lunches New FACTS Management Procedure

Dear Parents,

On August 25, 2021, you received the email *below* as a new added feature for paying for the cafeteria lunches monthly. Please fill it out your October lunch menu and return it to school just as you did previously. What is changing is the payment process. **DO NOT SEND A CHECK OR CASH WITH THE MENU.** You will need to go into your Family Portal and put the entire month's payment in for that menu only. It will be under Prepay Accounts. Only deposit the money for the month you are ordering. **WE WILL NOT BE PUTTING THE MILK MONEY NOR ICE CREAM OR SNACK MONEY IN THIS PREPAY ACCOUNT.** All milk money and snack/ice cream money can be sent in daily with your child's lunch. Ice cream is \$1.25 and is only sold on Fridays. It has been decided that young children need guidance and limitations set by their parents for the snacks and milk which is the reason we are doing it this way. It also is easier for us to manage it this way as well.

When the menu is returned, we will check your menu for accuracy and then your account to make sure the payment has been deposited for the lunches for the month so kindly do both at the same time. See the email in italics that you previously received with directions for this process.

Dear Families:

As the 2021-22 school year begins, our office wanted to make you aware that there has been an exciting update to the FACTS system. Starting on August 31st, 2021, you will now pay for all cafeteria and extended care expenses in the FACTS SIS Family Portal. Using this new financial module, you will no longer have to send your child/ren into school with cash or a check to pay for cafeteria or extended care. If you're not familiar with it, Family Portal is a very handy tool that allows you to see your child's grades, homework assignments, school announcements, resource documents, and many other important school-related items.

The process to access this is simple. Log into the Wyoming Area Catholic School Family Portal; once you log in, you now see "Financial" as a link on the left menu. By clicking on it, you see "Prepay Accounts" for cafeteria and extended care charges as well as "Balances", which informs you of your tuition amount. The prepay option allows you to add funds to your account via your checking/savings account or a credit card and as your child/ren consumes cafeteria items or uses extended care, the balance will decrease until the time when you replenish it.

Your school will be providing additional information about their cafeteria and extended care options for the school year but we wanted you to know we have increased the functionality of FACTS to make your life easier.

Sincerely,
Mrs. Eileen Rishcoff