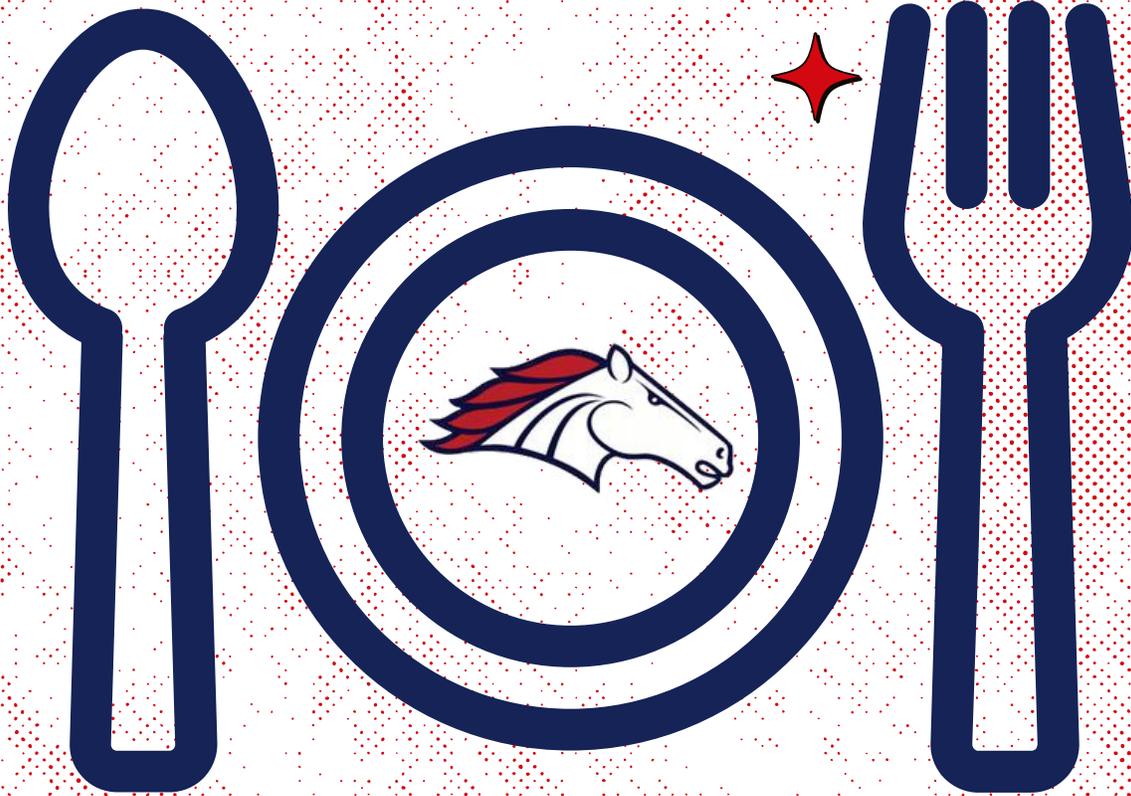




bayarea  
CHRISTIAN SCHOOL

# CAFETERIA GUIDE



It's a great day to be a Bronco!

# meet our cafeteria supervisor



Dear BACS Families,

My name is Aryana Behr, and I am the Cafeteria Supervisor at Bay Area Christian School. I look forward to serving your students this year. This guide offers important cafeteria reminders and information. Thank you for your attention and support. If you have any questions or need assistance, please don't hesitate to reach out to me directly or email [lunch@bacschool.org](mailto:lunch@bacschool.org).

*Aryana Behr*

## cafeteria reminders



Order lunch for your Bronco before 8:30 PM on Sundays!



Cancel a lunch order before 8:30 AM if your Bronco is absent.



**UNPAID ORDERS WILL NOT BE ACCEPTED.**

### PREPAID LUNCH ORDERS

- All lunch orders must be placed BEFORE 8:30 PM on Sundays for the upcoming week.
- Orders after 8:30 PM will automatically roll over to the following week.
- Orders via email will not be accepted.

### TO CANCEL A LUNCH ORDER

- Email [lunch@bacschool.org](mailto:lunch@bacschool.org) before 8:30 AM the day of the cancellation.
- Be sure to include your child's first and last name, grade, and the date they will be absent.

### ADVANCE ORDERING

- You may place lunch orders in advance for the entire semester.

### FORGOT TO ORDER?

- No problem! The Bronco Bundle Meal Deal is available daily and includes a main item, small drink, small snack, and chips.

### CAFETERIA SUPPLIES

- We provide napkins and forks only - no plates are available.

### MICROWAVE USE

- Only available for grades 3<sup>rd</sup> - 12<sup>th</sup>
- Please ensure containers are microwave-safe (no aluminum foil, stainless steel, or metal).
- Food must be pre-cooked. Microwave time is limited to 2-3 minutes per student.

Please ensure all orders are paid in advance.

# ORDERING LUNCH



## a step-by-step guide

### on a computer



1

Visit [FACTS](#).

2

Enter the following:

- BACS district code: bacs-tx
- your username
- your password

3

Navigate to Student, Lunch, then click +Create Web Order at the top of the page.

4

Select your student and input the quantity of each lunch item per date.

5

Review the Grand Total and click the Submit Order button.



Multi-factor authentication prompt will pop up here. Choose from the three options.

6

Choose Payment Method then click Pay Now button at bottom of page.



7

Make sure you receive the Thank You confirmation message and email.



### in the BACS app



1

Click the Lunch icon.

2

Select Place Lunch Order.

3

Select +Create Web Order at the top of the page.

4

Click student name and input the quantity of each lunch item per date.

5

Scroll to bottom and review the Grand Total and click the Submit Order button.



Multi-factor authentication prompt will pop up here. Choose from the three options.

6

Choose Payment Method then click Pay Now button at bottom of page.



7

Make sure you receive the Thank You confirmation message and email.



# ADDING PREPAID FUNDS

## to your Bronco's Snack Bar Account

A minimum of \$10 is suggested for each student's account.

on a computer



1

Visit [FACTS](#).

2

Enter the following:

- BACS district code: bacs-tx
- your username
- your password

3

Select Financial on left menu.

4

Click Add Funds in Prepay Accounts box.



Multi-factor authentication prompt will pop up here. Choose from the three options.

5

Enter Payment Amount then click Next - Payment Method.

6

Choose Payment Method then click Pay Now button at bottom of page.

7

Make sure you receive the Thank You confirmation message and email.



in the BACS app



1

Click the Financials icon.

2

Click Add Funds in Prepay Accounts box.



Multi-factor authentication prompt will pop up here. Choose from the three options.

3

Enter Payment Amount then click Next - Payment Method.

4

Choose Payment Method then click Pay Now button at bottom of page.

5

Make sure you receive the Thank You confirmation message and email.



It's a great day to be a Bronco!