



LCA partners with several local vendors and business partners to provide hot lunch options to all students and staff each day. We will continue to serve tasty and satisfying hot lunches from popular vendors such as Chick-fil-A, Fazoli's, and Moe's.

Lunch Contacts

TK-5th: Beth Joseph | bjoseph@lexingtonchristian.org

6th-12th: Misty Bard | mbard@lexingtonchristian.org

FAQs

When do I order lunches via FACTS Family?

Student lunches can be ordered daily with the option of ordering for the whole week. ALL lunch orders MUST be entered in FACTS Family by 8:30 a.m. each day. If an order is placed AFTER 8:30 a.m., the student will be given a brown bag "EMERGENCY" lunch and your incidental account will be charged the hot lunch price. Lunch ordering for the following week will be turned on Saturday at noon. Student lunch prices are \$4.75 or TK-5th grades and \$5.75 for 6th-12th grades.

What if I order a lunch for my student in advance and my student is absent on a day I pre-ordered lunch?

Please contact your student's office BEFORE 8:30 a.m. to cancel a lunch ordered in advance. Failure to notify the school by 8:30 a.m. will result in your incidental account being charged for the lunch.

What if my student packs their lunch and only wants to purchase a drink from the school?

There is a "milk" option for TK-5th grade students, and you may purchase milk online the same as daily lunch orders. Students in 6th-12th grades can purchase bottled water in the lunchroom at Grab-n-Go with their Eagle Account Card.

How do I pay for my student's lunches?

You will receive an invoice weekly from FACTS for any lunches that have been ordered that week. Lunches are paid for through the payment method you have selected in FACTS for incidental expenses 10 days after receiving the invoice. You have the option of paying upon receiving your invoice by going to FACTS Family and entering an alternate form of payment.

What other lunch options does my student have?

Grab-n-Go (6th-12th grades) options are available during lunch and are funded by a student's Eagle Account, which is housed in FACTS Family along with your tuition and other incidentals. For step-by-step instructions about how to load funds, please see the "How to Load Funds on a Student Eagle Account."

What if my student does not have enough funds on his/her Eagle Account?

Please note that we CANNOT allow delinquent Eagle Account balances in FACTS. If your student does not have enough funds, they will NOT be allowed to make purchases.

Who should I contact with questions regarding the FACTS Family lunch charges?

Please contact FACTS at (866) 441-4637.



How to Order Student Lunches on FACTS Family & the LCA App

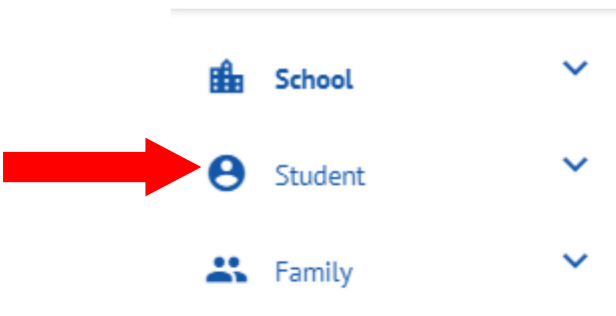
1. Go to www.lexingtonchristian.org and click on “FACTS FAMILY” at the top of the webpage.



2. Enter your ParentsWeb login and password. If you are unsure of this information, please contact Julie Guilliams at jguilliams@lexingtonchristian.org. Click “Login”. **Please note the District Code for LCA is “LX-KY”.**

Enter your username and password for your FACTS Account and click “Sign In”. **If you need assistance with your login credentials, please call FACTS at 866-441-4637.**

3. Click on “Student.”



4. Scroll down and click on "Lunch."

- Student
- Student Home
- Grades
- Homework
- Lesson Plans
- Report Card
- Attendance
- Medical
- Lunch



6. The lunch menu will appear for your student(s). You have the option to format the lunch menu in calendar view, list view and view by the day, week or month (#1 arrow). If you have more than one student, you can click between the tabs to see each student's menu (#2 arrow). To order lunches, click "CREATE WEB ORDER" (#3 arrow). (Please note the calendar and menu below is from a previous school year.)

Lunch

Christopher
Anna
Brody
Mel

Lunch for Christopher

Calendar
Time frame: Week
Create Web Order

Red = items ordered through web payment
Blue = items ordered through web payment

< Previous Week
Date:
Next Week >
Print Week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
17	18	19	20	21	22	23
	Chick-fil-a Chicken Sandwich, chips, fruit (\$5.00)	Chick-fil-a Chicken Sandwich, chips, fruit (\$5.00)	Chick-fil-a Chicken Sandwich, chips, fruit (\$5.00)	Chick-fil-a Chicken Sandwich, chips, fruit (\$5.00)	Chick-fil-a Chicken Sandwich, chips, fruit (\$5.00)	
	Chick-fil-a 8-count Nuggets, chips, fruit (\$5.00)	Chick-fil-a 8-count Nuggets, chips, fruit (\$5.00)	Chick-fil-a 8-count Nuggets, chips, fruit (\$5.00)	Chick-fil-a 8-count Nuggets, chips, fruit (\$5.00)	Chick-fil-a 8-count Nuggets, chips, fruit (\$5.00)	
	Papa John's Cheese Pizza, chips, fruit (\$5.00)	Papa John's Cheese Pizza, chips, fruit (\$5.00)	Papa John's Cheese Pizza, chips, fruit (\$5.00)	Papa John's Cheese Pizza, chips, fruit (\$5.00)	Papa John's Cheese Pizza, chips, fruit (\$5.00)	
	Papa John's Pepperoni Pizza, chips, fruit (\$5.00)	Papa John's Pepperoni Pizza, chips, fruit (\$5.00)	Papa John's Pepperoni Pizza, chips, fruit (\$5.00)	Papa John's Pepperoni Pizza, chips, fruit (\$5.00)	Papa John's Pepperoni Pizza, chips, fruit (\$5.00)	

#1 Change format of the lunch menu.

#2 Click on a student's name to see their specific lunch menu.

#3 Click to order student lunches.

7. After clicking “Create Web Order”, you are able to order your student’s lunches for the day or week. Input the quantity next to the item for the day(s) you wish to order lunch for your student.

Lunch Ordering

Student Name(s) will appear here: _____

Display Type: Classic Collapsible

Student #1: _____

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Monday 07/18/2016			
Chick-fil-a Chicken Sandwich, chips, fruit	5.75	1	5.75
Chick-fil-a 8-count Nuggets, chips, fruit	5.75	0	
Papa John's Cheese Pizza, chips, fruit	5.75	0	
Papa John's Pepperoni Pizza, chips, fruit	5.75	0	
Sub Total for Monday, 8/19/20:			5.75
Total for Student #1			5.75

Student #2: _____

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Monday 07/18/2016			
Chick-fil-a 6-count Nuggets, chips, fruit	5.75	0	
Papa John's Cheese Pizza, chips, fruit	5.75	0	
Papa John's Pepperoni Pizza, chips, fruit	5.75	1	5.75
Sub Total for Monday, 8/19/20:			5.75
Total for Student #2			5.75

You have two options to display the ordering menu.

Student #1 wants a chicken sandwich.

Student #2 wants a pepperoni pizza

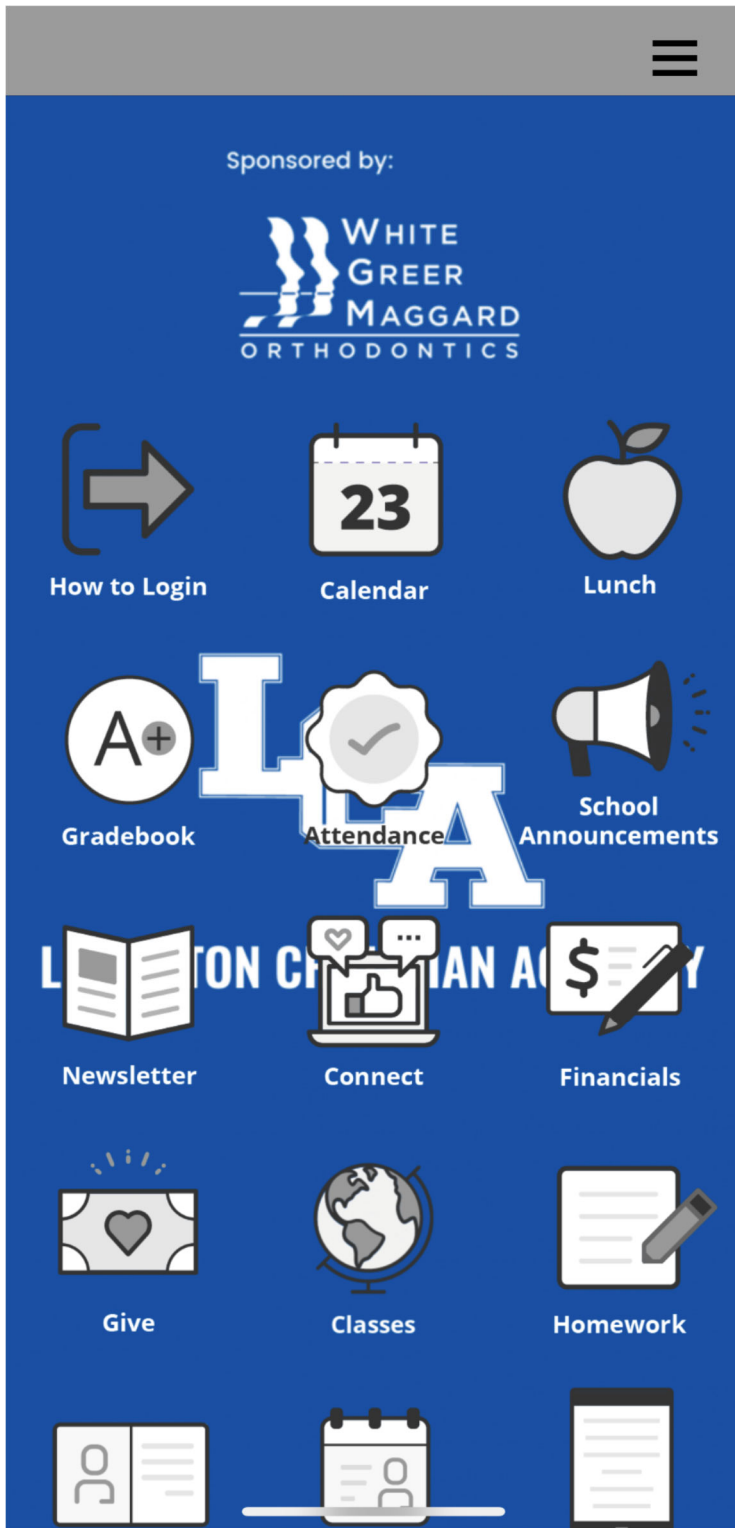
8. Once the student's lunches are selected, click “ORDER ITEMS” at the bottom.

Grand Total 11.50

After choosing your student’s lunch choices , click “ORDER ITEMS.”

You will receive an invoice weekly for any lunches ordered through FACTS Family. The invoice will state the date your payment will be deducted from the payment method you have chosen for incidentals in your FACTS account. If you would like to pay the invoice prior to it being deducted from your payment method in FACTS, you may login to your FACTS account and pay immediately.

Please contact FACTS at 866-441-4637 with any questions about ordering or paying for lunches and with questions for loading funds to Student Eagle Accounts or to set up your incidentals account.



1. Search for Lexington Christian Academy_KY in the app store to download.
2. Click on the “How to Login” icon to login to the app with your FACTS Family username and password. Please note the District Code for LCA is “LX-KY”.
3. Once you’re logged in, click on the “Lunch” icon to order lunch.



How to Load a Student Eagle Account in FACTS Family or the LCA App

1. Go to www.lexingtonchristian.org and click on FACTS Family at the top of the webpage.



2. Enter your ParentsWeb login and password. If you are unsure of this information, please contact Julie Guilliams at jguilliams@lexingtonchristian.org. Click "Login". **Please note the District Code for LCA is "LX-KY".**

ParentsWeb

District Code:
LX-KY

Username:
username

Password:
••••••

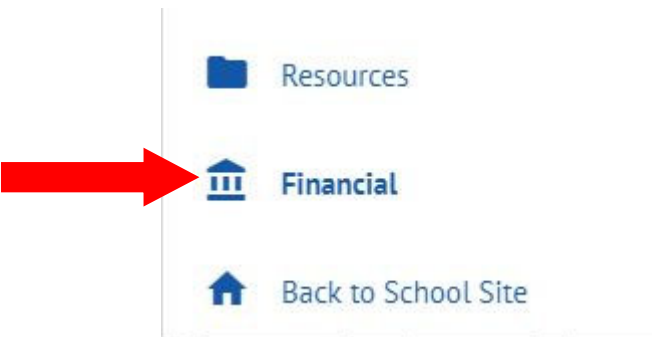
Forgot Username / Password?

Parent Student Staff

[Login](#) [Create New ParentsWeb Account](#)

Enter your username and password for your FACTS Account and click "Sign In". [If you need assistance with your login credentials, please call FACTS at 866-441-4637.](#) In the instance of split homes, PLEASE NOTE ONLY THE PRIMARY PERSON FINANCIALLY RESPONSIBLE FOR STUDENT ACCOUNTS CAN LOAD FUNDS ON THEIR FACTS ACCOUNT. The primary person can, however, add an authorized party to their account to load funds. (See Steps 10 & 11). If you do not wish to add another authorized party, please disregard STEPS 10 & 11.

3. Click on "Financial."



4. Click on the “ADD FUNDS” button.

Prepay Accounts

2021-22 School Year

Student Name ACCOUNT 0.00

Staff Prepay Account 0.00

ADD FUNDS

2021-22 School Year

Student Name Eagle Account 0.00

Student Name 0.00

ADD FUNDS

Enter your username and password for your FACTS Account and click “Sign In”. [If you need assistance with your login credentials, please call FACTS at 866-441-4637.](#) In the instance of split homes, PLEASE NOTE ONLY THE PRIMARY PERSON FINANCIALLY RESPONSIBLE FOR STUDENT ACCOUNTS CAN LOAD FUNDS ON THEIR FACTS ACCOUNT. The primary person can, however, add an authorized party to their account to load funds. (See Steps 10 & 11). If you do not wish to add another authorized party, please disregard STEPS 10 & 11.

5. Enter the amount you wish to load to each of your Student’s Eagle Accounts. Please note there is a \$20 minimum initial load to each student’s Eagle Account. Click “Next – Payment Method”.

Home My Profile Financial Accounts Signed in as Christopher

Add Funds Rachel Watts #5085112657

1 Select A Payment 2 Payment Method 3 Thank You

Select Term [Want to designate another payer?](#)

Term 2020-21 School Year

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Eagle Account	Student Name	\$20.00	\$ \$20.00	
Eagle Account	Student Name	\$0.00	\$ Enter Amount	
Eagle Account	Student Name	\$0.00	\$ Enter Amount	
Eagle Account	Student Name	\$0.00	\$ Enter Amount	

PAYMENT AMOUNT \$20.00

Cancel **Next - Payment Method**

6. Choose the Financial Account you wish to use to deduct funds (or add a new financial account) and click “Authorize Payment”.



Add Funds

Rachel Watts #5085112857

- 1 Select A Payment
- 2 Payment Method
- 3 Thank You

Payment Method

- JPMorgan Chase Bank ending in XXXX
 - Chase ending in 4060
- or [Add a New Account](#)

Total Amount

Institution Amount \$20.00

Total \$20.00

A transaction receipt will be sent to: rwatts@lexingtonchristian.org. [Change](#)

Authorization

By clicking the Authorize Payment button, you authorize FACTS to process this payment from the financial account identified above. Once this payment has been authorized, it cannot be cancelled.

[Cancel](#)

[Authorize Payment](#)



7. You will receive a confirmation receipt and a copy sent to your email address on file with FACTS.

 Print



Your payment for \$20.00 has been authorized and submitted.

A transaction receipt was sent to all e-mail addresses on file.

[Proceed to Home](#)

Summary

Institution	Lexington Christian Academy
Customer	
Customer Number	
Payment Date	
Account Holder Name	
Account	
Institution Payment Amount	

This is an immediate one-time payment and cannot be cancelled. If you have any questions, contact FACTS at (866)441-4637.

Authorization 

****** Please note: Failure to load funds or negative Eagle Accounts will be accessed a \$50 charge PER Student by FACTS at the end of each month. The negative balance and \$50 fee PER student will be deducted from your FACTS Incidental Account after 10 business days.**

ADDING AN AUTHORIZED PARTY TO YOUR ACCOUNT:

8. If you wish to add an authorized party to add funds to your Student Eagle Account, click “Want to designate another payer?”

The screenshot shows the 'Add Funds' page for Rachel Watts (#5065112657). The user is signed in as Christopher. The page has three steps: 1. Select A Payment, 2. Payment Method, and 3. Thank You. A red arrow points to the 'Want to designate another payer?' link. Below this is a 'Select Term' dropdown menu set to '2016-2017 School Year'. A table lists four Eagle Accounts with their current balances and 'Enter Amount' buttons for payment. The total payment amount is \$0.00.

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Eagle Account	Anna Belle Watts	\$20.00	\$ Enter Amount	
Eagle Account	Braden Watts	\$0.00	\$ Enter Amount	
Eagle Account	Brody Watts	\$0.00	\$ Enter Amount	
Eagle Account	Molly Kristine Watts	\$0.00	\$ Enter Amount	

PAYMENT AMOUNT \$0.00

9. Fill in the information and follow the prompts to add an authorized party to add funds to your students Eagle Account (Pre-Pay Account). An authorized party can be a parent, grandparent, aunt/uncle or family friend who may help financially. **Any authorized party on your account will have access to all activity on your account including tuition information, Incidental Account and Eagle Account Information. They will NOT have access to your banking information, contact information, user credentials or other Authorized Parties.** Authorized parties can make payments on tuition or add funds to student Eagle Accounts.

The screenshot shows the 'Add Authorized Party' form. It includes fields for First Name and Last Name, a section for Authorized Party Access, a section for Authorized Party Authentication (with a question and answer), a section for Web Access (with an email address field), and a section for Terms and Conditions. There are 'Cancel' and 'Save' buttons at the bottom.

10. If you do not wish to add an authorized party to your FACTS Account, others may call FACTS at 866-441-4637 to add funds to a student’s Pre-Pay Eagle Account. **They will NOT be given any information or balances on the account,** but can load funds over the phone to the student’s Pre-Pay Account for lunches, concessions and purchases in WINGS.



1. Search for Lexington Christian Academy_KY in the app store to download.
2. Click on the “How to Login” icon to login to the app with your FACTS Family username and password. Please note the District Code for LCA is “LX-KY”.
3. Once you’re logged in, click on the “Financials” icon to add funds to your student’s Eagle Account.
4. Scroll to the bottom of the “Financials” screen to “Financial Home” and then click on the three small lines in the upper left hand corner to make changes to your profile or financial accounts.