



BOWLING GREEN SCHOOL

July 30, 2024

To Parents of BGS Students,

As most of you know, Bowling Green School will be managing our cafeteria for the 24-25 school year. We are happy to say that our cafeteria is now under the leadership of Mr. Garrett Matherne. With Bowling Green taking back management of the cafeteria, there is a new system being used that we all are learning and working with, so bear with us as we implement it. We are asking for patience and understanding as it is new to everyone involved.

Moving forward, we highly encourage and prefer that meals be preordered. This includes breakfast, lunch, and/or snacks (if applicable). This will be done via FACTS Family Portal. Orders will need to be placed by 6:00 a.m. each day to ensure that your child will have their meals. Ordering at school will be available in emergent situations, so that a child is not without lunch or breakfast.

Your child's cafeteria account will be loadable in FACTS and each account is required to have a minimum of \$20.00. Should your account fall below \$20.00 you will receive a BucAlert and/or email asking that you place more money in the account. Should an account not have sufficient funds to complete a transaction, your child will be served one of the following: PB&J sandwich, ham sandwich, or turkey sandwich. After 2 days of insufficient funds, all meals will need to be brought from home.

How to put money on your account? Simply log into FACTS Family Portal and click on the Financial Tab. Once that screen opens you will have the ability to add funds. You will then be directed to a payment method screen where you choose how you'd like to pay. After payment, you should receive a transaction receipt delivered to your email.

We understand that this will be an adjustment for all, but we truly feel that this will give our cafeteria staff and students the best possible outcome. This will also ensure that we remain cost effective, keep prices down and operate our cafeteria efficiently. Following this communication, you will receive more information on *How To Place A Lunch Order*. Thank you so much for entrusting us with your children and we are looking forward to an awesome year at BG!

In Christ,

Phill Junkins, Head of School