



Hot Lunch Information

Dear Zion Family,

Hot lunch will be offered five days a week for the 2025 school year. Zion will provide hot lunch on Mondays, Tuesdays, Wednesdays, and Thursdays, and the 12th grade class will sponsor pizza hot lunch on Fridays.

All Monday, Tuesday, Wednesday, and Thursday lunches will include the main course, a side dish, fruit/veggie, and milk. Milk will be available to purchase for \$0.60 Monday-Thursday without purchasing a full meal. Hot lunches will cost \$4.00 Monday-Thursday, and a gluten free meal will cost \$5.00. The Friday lunches will include the main course, a bag of chips, dessert, and a beverage and will cost \$4.25. On Fridays, you have the option of ordering an extra slice of pizza for \$2.00. There is no Friday gluten free pizza option.

All orders and payments for hot lunch are made through the Family Portal. If you have not yet created a Family Portal account, please do so as soon as possible by following the instructions below.

1. Parents must first have their email address on file at school
2. Start Internet Browser and go to <https://zcs-mi.client.renweb.com/pw/>
3. Click on "Create New Family Portal Account"
4. Parents should enter the email address on file at Zion
5. Click "Create Account"
6. Parents should check their email account for an email from FACTS containing a link to create their Family Portal login

After your Family Portal account is created, follow the instructions below to place your hot lunch order:

1. When you are logged in to your Family Portal account, click on the "Student" tab on the left of the screen
2. Click on "Lunch" under the "Student" section
3. Click on the "Create Web Order" button
4. You will see the list of available lunches by date for your student(s)
5. Enter the quantity that you want to order for your student(s)
6. Click on "Order Items" at the bottom of the page
7. The hot lunch charges will be automatically added to your FACTS account

Ordering for the months of September through December is now open in the Family Portal. All orders for the week of September 3 must be placed through the Family Portal by **Monday, August 26**. As a reminder, all orders must be placed at least one week in advance. Orders for the following week are due on Monday by midnight.

Please contact the school office if you have any questions regarding Zion's hot lunch program. Thank you!