



Schoolhouse Fare partners with your school to provide a secure, fast, and easy-to-use online ordering system that allows you to order from a variety of nutritious lunch menus – all transfat free and fresh made-to-order. You can order, pay and manage your student lunches on the web.

FIRST BAPTIST SCHOOL - REGISTRATION AND ORDERING WILL BEGIN ON AUGUST 2, 2023

GO TO: [HTTPS://ORDERS.SCHOOLHOUSEFARE.COM](https://orders.schoolhousefare.com) - (please bookmark this page)

REGISTRATION NEW PARENTS

- ☑ Click *Create an Account*
- ☑ For School Password: **Contact School office or Schoolhouse Fare**
- ☑ Follow the prompts to complete registration and add students
- ☑ Click the Home/Order link on the nav bar to begin placing your orders

REGISTRATION RETURNING PARENTS

- ☑ Sign In with your username & password
- ☑ Update student info by add their grade for the new school year & click “update profile”
- ☑ If a student has graduated, select their name & click “remove profile”
- ☑ Once all profiles are updated – Click on the Home/Order link to begin ordering.

ORDERING

- ☑ Lunch Service starts on AUGUST 16, 2023
- ☑ Check out & pay - Please be sure to complete the checkout process when placing an order. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.** Items left in your shopping cart will not be processed and your order will not be place
- ☑ Ordering for more than 1 person? Please be sure to add all items for your student(s) into the shopping cart **BEFORE** checking-out.
- ☑ if the TOTAL transaction is less than \$10.00, a \$1.00 processing fee will be applied to the total order. The total transaction could be for more than one day and for more than one student
- ☑ Print your order – Click “View/Print Order” at the top of the monthly calendar

ORDERING DEADLINES: The order deadline for full lunch menu is 5 days prior to the lunch delivery date. In addition, we offer a 24-Hour menu which is open until noon the day prior to the selected lunch date.

LUNCH PROGRAM QUESTIONS AND TECHNICAL SUPPORT: For questions regarding Food or Policy, including Missed/Late Orders, Credits, and Changes/Cancellations, please email info@schoolhousefare.com or call 843-297-8030, and we'll get back to you right away!

CREDITS: Any remaining credits from the 2022-2023 school year will be carried over to the 2023-2024 school year. For school closings due to weather or other unforeseen reasons, the lunch orders are cancelled and accounts are credited. If a student is sick or will not be at school on a day that they have pre-ordered lunch, Schoolhouse Fare requires cancellation notification 24 hours in advance to issue a credit.

PAYMENT INFORMATION The program accepts payment by Debit Card, Credit Card: Visa, MasterCard & Discover or Personal Check. Check Payments made payable to: *Schoolhouse Fare* and send to 919 Kushiwah Creek Drive, Charleston, SC 29412

Thank you for participating in the Schoolhouse Fare lunch program!

Carol Fair & Bradley Morrow

info@schoolhousefare.com

843-297-8030