



Phoenix Christian Preparatory Families,

Miracle Catering LLC has been contracted to provide school lunches for the students at Phoenix Christian Preparatory School. We are committed to providing high-quality, tasty, and well-balanced meals to students, while also delivering customer service that aligns with Phoenix Christian's high values and reputation.

**Lunch Pricing for the 2026-2027 school year:**

- Preschool = \$5.00
- Kinder – First Grade = \$5.00
- Second – Third Grade = \$6.00
- Fourth Grade – High School = \$7.00

**Policy: UPDATED**

We have partnered with LunchTime.com, a third-party online service, to streamline the payment process for PC families. Parents will have full access to their students' lunch accounts using the online portal. We DO NOT use any school portals or systems to receive lunch account payments.

**PS/Elementary ONLY:** Students will pre-order their meals daily. Teachers will ask students to raise their hands if they are eating with Miracle Catering in the morning. Students who arrive late at school should notify the front office if they need a meal. The front office will update Miracle Catering accordingly. All students must have an account with us at SchoolPaymentPortal.com. You can request their PIN (student ID number) from us by email or text using the contact information below. Once you have a PIN, follow the instructions on the back.

**Middle/High School ONLY:** There is no need to pre-order meals. **PLEASE NOTE:** Students will not be able to use their phones to tap for payment, and we will no longer have Miracle Catering gift cards available. For payment, they can use cash, a store-bought gift card, a credit card, a debit card, or their PIN (student ID number) at the register. All students, excluding cash or card payments, will need to have an account with us at SchoolPaymentPortal.com. You can request their PIN from us by email or text using the contact information below. Once you have a PIN, follow the instructions on the back.

All lunch accounts must have sufficient funds to cover their students' lunches for the week. The School Payment Portal allows parents to deposit funds, set reminders, save payment information, view transactions, and track meals/snacks received. If you've completed a deposit for your meal(s), do not worry! The meal-of-the-day charge is processed daily. Accounts with a negative balance will receive a Low Balance letter as a reminder to add funds, followed by a text message and then a phone call.

We strongly encourage parents to deposit a lump sum because ACH deposits incur a \$1.50 fee for every \$500.00 transaction, and CC deposits incur a 2.3% fee plus \$1.00. According to the LunchTime policy, any canceled or returned payments may result in permanent exclusion from the LunchTime portal, depending on the reason.

Please let me know if you need the LunchTime Parent Guide (online or mobile) emailed to you to help you create your account and view optional features.

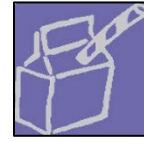
Thank you for entrusting [Miracle Catering, LLC](#) with your child's nutrition.

*Andrea Abeyta*  
Owner/Chief Operating Officer

## Quick Information using a computer/laptop:

- **Creating your account:**

- a. Visit: SchoolPaymentPortal.com or SchoolPaymentPortal on your app store.
- b. Click on Create Account
- c. Follow the prompts
- d. Confirm/Verify email address and sign back in



- **Adding Student(s) to account:**

Add Student

- a. Click on Add Student
- b. Enter the school's zip code: 85013, click Continue
- c. Select the school
- d. Enter your student's LAST name, then FIRST name, then PIN, and click Continue
- e. Add Student

- **Create a pre-order for your student(s):**

Meal Pre-Order

- a. Click on Meal Pre-Order
- b. Select your date range (up to the end of the month). Check the box for "Lunch". Start order.
- c. Add your quantity or leave zero if not ordering that day. Click on "Save Changes/Continue"
- d. Repeat the process for the next day.
- e. Review Summary. Double-check dates and note the total due.
- f. Exit Pre-Order

- **Cafeteria Deposit:**

Make Cafeteria Deposit

- a. Click on Make Cafeteria Deposit
- b. Enter your deposit amount
- c. Add to cart
- d. Check Out
- e. Select payment method and follow the instructions for entering your payment information. Reminder: your deposit should cover your meals.

- **Save Payment Source:**

View Cart MY ACCOUNT

New Saved Payment Source

- a. Sign in to your account
- b. Click on the top "MY ACCOUNT"
- c. Click on the purple "New Saved Payment Source"
- d. Gateway: Miracle Catering, Click Continue
- e. Select the Account Type: ACH(Checking/Saving) or Credit Card, Click Continue
- f. Enter Nick Name, Enter billing information
- g. Click Continue

- **View or Set Reminders:**

View/Set Reminders

- a. Sign in to your account  
Note: Make sure to save a New Payment Source if adding a reminder to replenish funds.
- b. Click on the green "View/Set Reminders"
- c. Select your student by clicking on "Modify"
- d. Select the reminder type: "Auto Email" on the Low Balance or "Auto Replenish" to automatically replenish funds.
- e. Click continue
- f. Add the Balance Level: the amount desired
- g. Select the account: Personal or Business
- h. Add an amount to replenish the account automatically
- i. Click "Save Reminder"