

SCHOOL ADMINISTRATIVE UNIT EIGHTY-EIGHT

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www.sau88.net

LEBANON SCHOOL DISTRICT

Dear Parents:

With national attention currently focused on children's health and wellness issues, Lebanon School District's Food Service Department is excited to be among one of the first school districts in the State to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called MyNutrikids.com. By placing money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print out a copy of their child's meal purchase history report. This history report will show you all dates and times that your child has purchased a breakfast or lunch within the past thirty days.

These new services will be available October 19, 2009.

To access these services:

1. Simply go to the district web site at www.sau88.net.
2. Click on the Food Service link.
3. Click on the MyNutrikids.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code. The instructions listed on the back of this page will guide you through the easy online account set up process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card only. The minimum prepayment amount is \$20.00 per prepay transaction (total sum of prepayments for all of your listed children in a single transaction).
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is 3.5% of total dollar amount deposited plus a \$0.30 transaction fee. The Lebanon School District will not profit from the use of this site.

In the near future, we will also have the ability to offer an interactive menu planning that allows parents and children to view upcoming school meal menu choices, make menu selections and view nutritional facts about their choices. Parents and children will also have the opportunity to access a number of nutrition education sites so that you can learn together about smart meal selections and choices, exercise and overall health and wellness.

We are very excited to offer these new services, and we are confident this new system will benefit you, your child and our district. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Lebanon School District. Please write your **child's full name** on the check. Please complete the form below and submit to the Food Service Director, if you do not want your child's information to be available to you @ MyNutrikids.com.

If you have any questions about these new services, please feel free to contact Dennis Samuel, Food Service Director for the Lebanon School District at 448-1538.

Sincerely,

James Fenn
Business Administrator

Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number by contacting your child's school Food Service Department or contacting my office.
- Go to the district website at www.sau88.net then click on Food Service, click on the link to MyNutrikids.com OR go to www.MyNutrikids.com.
- Click **Sign Up Now!** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.

How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
 - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
 - o You have the option to use your existing PayPal account or a major credit card to make your payment.
 - o If you are using your PayPal account, enter your email address and PayPal password to continue.
 - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.