

Newburyport Public Schools  
Lunch Payment Guidelines  
September 2011

Dear Parents/Guardians

With current national attention being focused on children's health and wellness issues, Newburyport School District's Food Service Department provides 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 having 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 eating history report. This history report will show you all dates and times that your child has purchased a lunch within the past thirty days.

If your child qualifies for free or reduced price lunches, this information is in the system and the meal will be processed just as it is for all other students. Free/reduced applications will be sent home in September, please return these forms to your child's school as soon as possible.

Student food allergy information is obtained from the school nurse and entered into the register system. A warning will appear on the cashiers' screen for a review of the items on the student's tray.

**The attached instructions 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.
- 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 \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Newburyport School District will not profit from the use of this site.

However, if you choose not to take advantage of the online prepayment service you may send cash or a check payable to Newburyport School Lunch, with your child's full name and student ID#. Grades K-3 lunch payments are collected every Monday or 1<sup>st</sup> day of the week from your child's classroom. Students at all other grade levels may make payments at cafeteria registers during scheduled lunch times. If needed, students will be allowed a negative balance, not to exceed the value of 3 school lunches, (lunch charges are not allowed at the High School) If payment is not received a substitute lunch will be offered. We greatly appreciate efforts to keep your students lunch account balanced.

Lunch menus can be viewed on the school districts website at [www.newburyport.k12.ma.us](http://www.newburyport.k12.ma.us)  
If you have any questions please feel free to contact my office at 978-465-4460.

Best Regards,

Sheryn Seale  
Food Service Director

### **Registering for MyNutrikids.com**

- You will first need your child's student ID number. (available from school's office)
- Go to the district website at [www.newburyport.k12.ma.us](http://www.newburyport.k12.ma.us) then click on Food Services, click on the link to MyNutrikids.com OR go to [www.MyNutrikids.com](http://www.MyNutrikids.com).
- Click **Sign Up** 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.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

### **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.