

Maschio's Food Services, Inc.

September 2013

Dear Parents/Guardians:

Maschio's Food Services is once again pleased to offer daily lunch at each school in the Readington Township School District. Once again, parents will have the choice of three different ways to pay for their children's meals. The school system offers a secure online pre-payment service, MySchoolbucks, to deposit money into your child's school meal account at any time. Lunches may also be paid for with cash at the checkout line, or cash/check may be sent in on a daily, weekly or monthly basis. All pre-payments, both on-line credit card transactions and cash/checks sent into school, are credited to your child's unique MySchoolbucks Account. This service provides you with the ability to view your child's account balance through a web site called MySchoolbucks.com. Details about making online prepayments into your child's school meal account follow on the next page. 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. Through the MySchoolbucks.com account, each student has an individual account to which money can be applied. Your child is identified by entering his/her PIN number at the checkout line so that his/her meal can be accounted for. Your child will keep the same PIN number from kindergarten through 8th grade. If you choose to pay with a check, it should be made payable to the **Readington Township School District**. Please include the student's full name and homeroom teacher's name on the check.

Unless you let us know otherwise, your child may use the monies in his/her account to buy any items we sell. The monthly menus are posted online, as well as an itemized price list for your information and for discussion with your child. You may use the online MySchoolbucks System to request limitations on your child's purchases or you may use the attached payment form to submit requests for Lunch Only or No Snacks.

Any student enrolled in the Readington School District (Grades 1-7) last year who had a positive balance in their account at the end of the school year will be able to use that money this year even if they changed schools. A student may have a maximum negative lunch account balance of the equivalent of two lunches (-\$5.00). After this negative balance has been reached, and if no monies are received, the student will receive a bagel and milk for lunch until a deposit is made to his/her account. We strongly suggest that you keep track of your child's account balances. Remember, you can retrieve your child's account balances on-line via the MySchoolbucks.com feature no matter what method of payment you select. Your account can also be set up to generate email notifications that will be sent to you when your child's balance falls below a certain dollar amount. You have the capability to set up the dollar amount and the frequency of the emails.

Also, at the end of each school year, monies left in your 8th grader's account can be credited to the account of the next oldest sibling in your family, or you may request a refund. Details about this procedure are sent out via a district Listserve at the end of the school year.

Should you have any questions or concerns, please direct them via e-mail to Gaye Villa in the Business Office: gvilla@readington.k12.nj.us or by calling 908-534-2895.

We greatly appreciate your cooperation and support of the food service program in the Readington Township Schools, and we look forward to serving your students once again.

Sincerely,
Nadine Schnappauf
Director Maschio's Food Services

MySchoolbucks.com Online Payment System

To access these services:

1. Simply go to the district web site at www.readington.k12.nj.us
2. Click on the Parent Portal.
3. Click on the MySchoolbucks.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 website 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 \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Please note that the Readington Township School District will not profit from the use of this site.

Registering for MySchoolbucks.com

- You will first need your child's student ID number.
- Go to the district website at www.readington.k12.nj.us, then click on 'Parent Portal', click on the link to MySchoolbucks.com OR go to www.MySchoolbucks.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.