

Dear Parent/Guardian:

The South Colonie School District's Food Service Department is excited to now be able 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 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 no more lost or forgotten money! The system also has the ability to send you a message when funds are low if you choose this option when registering!

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

Take advantage of this time-saving, efficient tool:

1. Simply go to the district web site at **www.southcolonieschools.org**.
2. Click on the **Food Services** link located on the left side of the home page.
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 **7 digit Student ID number** (NOT your child's 4 digit cafeteria PIN) and school ZIP code. (Your MS/HS child's 7 digit Student ID # can be found on their report cards or your MS/HS child will know this # as it is used in various areas in school. ELEMENTARY students' Student ID can be obtained by calling the Food Service office @ 869-3576 x2452). The instructions listed on the following 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. **This service works best with a credit card as there could be up to a 7-10 day delay in crediting your students' account if using a type of electronic funds transfer (i.e. debit card or electronic check).**
- In order to use the online prepayment service, a small convenience fee of \$ 1.75 for each transaction will be assessed to cover the bank fees. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee **once** per deposit transaction. **South Colonie Central School District will NOT be receiving any portion of the transaction fee or be profiting from the use of this site.**

We are very excited to offer these new services and are confident this new system will benefit you, your child and the increase the efficiency of our meal service. 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 South Colonie CSD Food Service Dept. Please write your **child's full name** and 4 digit PIN on the check.

If you have any questions about these new services, please feel free to contact my office at 869-3576 x2452.

Sincerely,

Renee A. Hanks, SNS
Food Service Director

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 or contacting my office.
- Go to the district website at **www.southcolonieschools.org**, then click on the Food Services link on the left side of the home page, click on the link to **MyNutrikids.com** OR go to **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.* **A credit card will work best with this system and register your transaction into your student's account during the next scheduled system update.**
 - o If you are using your PayPal account, enter your email address and PayPal password to continue. ***If you are using a form of electronic funds transfer, it may take up to 7-10 days for your transaction to register in your student's account.**
 - 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.
- **You will receive a confirmation e-mail once the transaction has been successfully completed. If you do NOT receive this e-mail message your transaction was not successful.**
- **Our Nutrikids POS system will be updated three times a day (6:30 a.m., 9:50 a.m. and 2:40 p.m.) from the PayPal site in order to register your recent transaction into your student's account before breakfast or lunch.**