

From: Baldwin Elementary School Lunch Program
Re: **Computerized Point of Sale (POS)**
Date: July 2018

Baldwin Schools is pleased to announce that “**COLD BREAKFAST/HOT LUNCH**” continues to be available for purchase at our elementary schools.

PAYMENT INFORMATION -

PREPAYMENT ONLY

No cash will be accepted from students at lunch time.

I. ONLINE PREPAYMENT

This convenient, easy and secure online payment service will allow you to deposit money into your child’s school lunch/milk account at any time as well as view balances. These services are available through a website called mySchoolBucks. You will have the ability to print out a copy of recent purchases over a 90 day period via a history report.



THINGS TO KNOW:

- If you have a secondary student already registered, you can go to your current account and add your elementary grade child(ren).
- If you have more than one child in the District, you can handle all online prepayments from the same online account.
- Ending balances will follow the student into the next school year.

Registering for mySchoolBucks

You will need your child’s “Student Identification Number” – **STUDENT NAME** **ID**

- Go directly to mySchoolBucks.com to register - or -
- Go to the District website at www.baldwinschools.org
- Click on the *Lunch Program* link
- Click on the *mySchoolBucks* link
- Click *REGISTER* for a free account and enter the required information
- Click *FINISH* to complete the initial registration process

Add your Child(ren) to Your Family Account

- Once you have created a parent account, click *My Household* on the left-side navigation bar to add students to your account.
- Once you have added students to your Household, their names and schools will appear by clicking the ***My Household*** link on the left-hand side of the page. This page will also display the current balance available for each student. From this page you can deposit money into a Student Account, view purchase history and add or remove students.

How to Make a Deposit

- To deposit money into one or more student accounts, click **Make a Payment**.
- Enter the amount you want to deposit into each student account and then click **Add to Basket**.
- Review the amount(s) you have entered and verify the information is correct. If you need to adjust any amount, click **Continue Shopping**. If the information is correct and you are finished, click **Check Out Now**.

Payment Information

- Enter your payment information, making sure to complete all required fields, then click **Continue**.
- If paying with a credit or debit card, enter the three- or four-digit Verification Code that appears on the card, and then click **Continue**.
- Review your order and make sure that all deposits are correct. This screen will show the amount of deposit for each student, a subtotal of the payment and then the total payment amount including any convenience fee to make a payment. If the order is correct, click **Place Order**.

In order to use the online prepayment service, a convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$2.49 per deposit transaction. Parents placing money into multiple accounts will only be assessed the \$2.49 fee once per deposit transaction. Whether you deposit \$10.00 or \$100.00 dollars, you will only be charged \$2.49 for the deposit.

Baldwin School District does not profit from the use of this site.

II. CASH PREPAYMENT

Know Your School Night - Only Opportunity For Cash Prepayment

A cashier will be available at your child's school on Know Your School Night if you wish to make a cash prepayment. The prepayment must be accompanied by a completed Lunch/Milk Account Cash Deposit Form. There is **no** service fee to deposit cash into your child's account. Your children must have a balance in their account to cover the cost of their purchases. **Cash is not accepted at the time of purchase.**

Use our "**Lunch/Milk Account Cash Deposit Form**" (available on the School Lunch Program portion of the District website and below), to make a **Cash Prepayment**. **The form must be completed indicating the student's name, parent/guardian name, the amount of the deposit and a signature by a parent/guardian.**

Lunch/Milk Account Cash Deposit Form

Student Name _____ Date _____

Amount Given to Cashier _____

Middle School High School Student Pin # _____

Elementary School (No Pin Required) _____
School Name _____

Elementary Teacher _____ Elementary Grade _____

Parent/Guardian Name _____
Please Print

Signature _____
Parent/Guardian or Student

Lunch Menu Available On Our Website

Milk \$0.65 Cold Breakfast \$2.50 Hot Lunch \$3.50

If you have any questions, please call 434-6042.