



## Glen Ellyn School District 41

Phyllis A. Hanna, Director of Finance and Operations

August 2010

### HADLEY CAFETERIA OPERATION – FREE LUNCH STUDENTS

The cafeteria at Hadley Junior High School uses a point of sale (POS) system for accounting for purchases made by students and faculty. If your student qualifies for a daily free lunch which includes milk, in order for your student to receive their lunch they will need to show their Hadley Student ID card. The Free Lunch program only covers one lunch per day and it does not include any snack bar items such as ice cream. If your student wishes to have more than one lunch each day or choose to eat any of the ala carte items, you would have to put money into their account to cover these additional expenses. The cashiers do not accept cash from the students for purchases made from the serving lines. Parents will have different options available to make advance payments to their student's account. Regardless of how you choose to make advance payments, you will still have access to view your student's purchases on-line.

With current national attention being focused on children's health and wellness issues, Glen Ellyn School District 41 is excited to provide Hadley 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, 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 history report with all dates and times that your child has purchased a lunch within the past 30 days.

To access these services:

1. Simply go to the Hadley web site at <http://www.d41.org/schools/hadley/index.asp> .
2. Click on the On-Line Lunch Payments button.
3. 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, 60137. 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 at Hadley JH you can handle all online prepayments from the same online account.
- On-line payments may be made through an existing PayPal account or with a major credit or debit card.
- No cash will be accepted by the cashiers for student purchases starting December 8, 2009. All purchases must be made using the student account, including milk or juice purchases. A sample of advance payments that can be made based on the upcoming meal service days is included for your reference.
- Only the vending machine purchases for drinks will require cash or coin.
- Students will be allowed to purchase up to three plated meals or \$6.00 and be in arrears before they will no longer be allowed to purchase additional meals. This includes the basic plate meal, not the specialty bar items or ala carte items.
- Students will be required to use their ID's for scanning at the cashier line to access their account information.
- Unused balances from one year roll to the next year.
- Refunds for withdrawn students will be processed if the balance is over \$10.00 within 30 days of the date of withdrawal
- Refunds for exiting 8<sup>th</sup> grade students will be processed if the balance is over \$10.00 in the July following their graduation.

However, if you choose not to use the online prepayment service you must make advance payments via check, which should be made payable to the Glen Ellyn School District 41. These advance payments can be mailed to Hadley Junior High School. Students can also bring these advance payments to school on Tuesday and Thursday of each week between 8:00 a.m. and 8:15 a.m.. This will insure that the payments received that day are posted to the student's account for that day. Please write your child's ID number on the check.

If you have any questions about these services, please feel free to contact Phyllis Hanna at 630-534-7221 or the Hadley Junior High Office, 630-790-6450.

Glen Ellyn School District 41, 793 N. Main St., Glen Ellyn, IL 60137

Phone 630.790.6400 Fax 630.790.1867 [www.d41.org](http://www.d41.org)



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### Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number from your child's ID or contacting the Hadley Junior High School office.
- Go to the Hadley website at <http://www.d41.org/schools/hadley/index.asp>, then click on On-Line Lunch Payments button, 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.



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### Sample amounts to put on account based on \$3.00/day:

Number of serving days from:

August 25, 2010 to November 19, 2010 (1 <sup>st</sup> Trimester):	
59 days * \$3.00/day (specialty bar including 1 milk) =	\$177.00
August 25, 2010 to January 14, 2011 (1 <sup>st</sup> Semester):	
86 days * \$3.00/day (specialty bar including 1 milk) =	\$258.00
Full year	
175 days * \$3.00/day (specialty bar including 1 milk) =	\$525.00

Monthly amounts based on \$3.00/day:

Month	# Days	Monthly Amount
August 2010	5	\$15.00
September 2010	21	\$63.00
October 2010	19	\$57.00
November	18	\$54.00
December	13	\$39.00
January	19	\$57.00
February	19	\$57.00
March	19	\$57.00
April	19	\$57.00
May/June	23	\$69.00

Milk or Juice Only: multiply the days by \$0.25/day