

To: Middle School and High School Parents/Guardians
From: Baldwin School Lunch Program
Re: ***New Computerized Point of Sale (POS) and Prepaid Meal Account Systems***
Date: August 2010

Point of Sale System (POS)

This past April, a new computerized point of sale payment system was adopted in the Baldwin High School and Baldwin Middle School.

Every student has their own personal **Lunch Account** based on an 8 digit pin number. This number consists of the student's month and date of birth followed by the last 4 digits of their student ID number. **Both High School and Middle School students use these last 4 digits to log into their school computers.**

Example: John Doe is born on February 9 and the last 4 digits of his student ID are 7820. His **Lunch Account Pin #** is 02097820. The 02 represents February, the 09 represents the 9th day of his birth month and the 7820 are the last 4 digits of his student ID number.

Students may access their accounts by entering their **Lunch Account Pin Number** on the "Pin Pads" located at every cash register. They can also scan the back of their ID cards where a newly affixed label will contain a barcode, their name and their lunch pin #.

NO purchases can be made without a Pin #. Students must either know their Pin # or have their IDs with them.

It is strongly recommended that all students remember their pin number as this will make the meal lines move much faster.

Forms of Payment

1) REGULAR CASH PURCHASE

Your children can pay with cash at the time of purchase (as in the past). They **still must** enter their pin number or scan their ID.

2) PREPAID MEAL ACCOUNTS (Via the internet or cash prepayments.)

Baldwin High School and Baldwin Middle School students can participate in our prepaid meal account system.

There are two ways to take advantage of this prepayment option: a) Online Prepayment Meal Accounts, b) Cash Prepayments.

a. ONLINE PREPAID MEAL ACCOUNTS

This convenient, easy and secure online payment service will allow you to deposit money into your child's school meal account at any time as well as view balances. These services are available through a website called MyNutriKids.com. You will have the ability to print out a copy of recent cafeteria purchases over a 30 day period via a history report.

EVEN IF YOU DECIDE NOT TO ADD MONEY TO YOUR CHILD'S ACCOUNT, YOU CAN STILL VIEW A HISTORY OF YOUR CHILD'S CAFETERIA PURCHASES AS LONG AS YOU REGISTER AT MyNutriKids.com.

Registering for MyNutriKids.com

You will need your child's "Student Identification Number" which can be found on the back of your child's Student ID.

1. Simply go to the District website at www.baldwinschools.org
2. Click on the "School Lunch Program" link
3. Click on the "MyNutriKids.com" link
4. Click "Sign Up" and enter the required information
5. Click "Finish" to complete the initial registration process

Add your Child(ren) 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 children 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 setup 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. 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 website to enter your payment information.

- You have the option of using your existing PayPal account or a major credit card to make your payment.
- If you are using your PayPal account, enter your email address and PayPal password to continue.
- 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

Things to know:

- 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
- 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 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. Whether you deposit \$10.00 or \$100.00 dollars, you will only be charged \$1.75 for the deposit.

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

b. CASH PREPAYMENTS:

Using our "**Lunch Account Deposit Form**" (available on the School Lunch Program portion on the District website as well as at the Cafeteria Office in the High School and the Middle School), students will be able to make Cash Prepayments. **The form must be completed indicating the student's name, parent/guardian name, the student's Lunch Account Pin #, the amount of the deposit and a signature by a parent/guardian or the student.**

Your child(ren) will bring the Lunch Account Deposit Form and their cash deposit to a cashier who will enter their deposit into the system. The system will immediately increase your child's account accordingly. There is no service fee to deposit cash into your child's account.

Your children must have either a balance in their account or cash to cover the cost of their purchases.

If you have any questions, please call 377-9423.

Menus are available on the District website.