



Dear Parent or Guardian:

With national attention currently focused on children's health and wellness issues, ARAMARK and Scituate Public Schools are excited 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 www.MySchoolBucks.com.*** (Instructions are listed below).

Parents will also have the ability to print out a copy of their child's meal purchase history report. This history report will show all dates and times that your child has purchased a breakfast or lunch within the past 90 days.

Things to know:

- If you have more than one child in the District you can handle all online pre-payments from the same online account.
- In order to use the online prepayment service, a small convenience fee for each transaction of \$1.95 will be assessed to cover the bank fees. Parents placing money into multiple meal accounts will only be assessed the fee once per deposit transaction.
- There are no fees associated with non-payment related activities on www.myschoolbucks.com, such as printing transaction histories for your child and setting up low balance reminders for child's lunch account.
- Scituate Public Schools will not profit from the use of this site.

We are very excited to offer these services. 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 Scituate School Nutrition Services. Please write your **child's full name or lunch account number** on the check.

Pre-payments whether in the form of check or by using the online prepayment system are always encouraged. Check and electronic pre-payments provide enhanced accountability for parents and also provide increased speed of service in lunch room, allowing your child more time to enjoy a complete, nutritious meal.

If you have any questions about these services, please feel free to contact me at Palmer-Jennifer2@aramark.com.

Best Regards,

Jennifer Palmer

Director of Child Nutrition

ARAMARK/ Scituate Public Schools

Creating a New Parent Account

- Go to www.MySchoolBucks.com
- Click the **“REGISTER FOR A FREE ACCOUNT”** button.
- Select **Rhode Island** from the drop down box and click **continue**
- Select **Scituate Public Schools** from the drop down box and click **continue**
- Fill in all areas denoted with the **red box**; once all fields are completed, click **continue**
- Create a **log in ID and password** & create a **security question** and click **register**.
- Click the **“finish”** button to complete registration.

Adding Students to Your Account

- After creating your account, click **“My Household”** on the left side of the screen
- Click **“look up your students”**
- Enter student information; you will need your student’s **first & last name** as well as their **lunch ID**
- Click **“find student”**
- Confirm that the student name & grade that appear are correct and click **“add student”** or click **“cancel”** to search again
- You may add more students to your household by clicking the **“add another student”** button and following the above instructions again, or if you are finished adding students, click **“finish”**

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.

Making a Deposit

- Click **“My Household”** On the left hand side of the screen
- Click **“Make a Payment”**
- Enter the amount** that you’d like to deposit **in each student account** and click **“Add to Basket”**
- Review the deposit amounts** to verify that they are correct and click **“Check Out Now”**; if you need to adjust any amount, click **“Continue Shopping”**
- Enter your **payment information** and click **“Continue”**
- If paying by **credit card**, enter the three or four digit **verification code** on the card and click **“Continue”**
- Review** your order and click **“Place Order”**
- Click **“Print Order”** to print a receipt for your records
- Once you have printed your receipt, close the receipt window and click **“Finish”**

Payments are typically posted to your student’s account shortly after the payment is made. In rare cases, however, it may take longer for the payment to reach the school due to unforeseen



helping students flourish

issues. If this occurs, please check to ensure that your payment was completed and allow one school day.