

HAMPTON BAYS

Union Free School District

Administrative Offices: 86 Argonne Road East, Hampton Bays, NY 11946 • Tel: (631) 723-2100 • Fax: (631) 723-2109

September 14, 2010

Dear Parents or Guardian:

Hampton Bays School District is 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 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 enjoy a break.

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

To access these services:

1. Simply go to the district web site at (http://www.hbschools.us/for_students/lunch_menus)
2. 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 name, student ID number and school ZIP code. The instructions listed on the back of this page will guide you through the easy set up process.

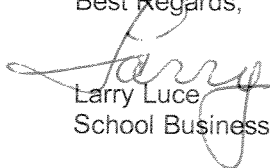
Things to know:

- If you have more than one child in the District, you can make 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.
- In order to use the online prepayment service, a 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. Hampton Bays School District will not profit from the use of this site.
- If you wish to avoid the \$1.75 fee, send a check with your child made payable to Hampton Bays Schools Cafeteria. Please print your child's name on the check so we credit the correct account.

We are very excited to offer these new 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 the Hampton Bays School Cafeteria. Please write your **child's full name** on the check.

If you have any questions about these new services, we will be conducting demonstrations at PTA and PTO meetings for the next few weeks or you may contact my office at 723-2100, or lluce@hbschools.us.

Best Regards,



Larry Luce
School Business Administrator



Secure Deposits. Interactive Menus. Nutrition Information

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.
- Go to the district website at, then click http://www.hbschools.us/for_students/lunch_menus, 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.
 - 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.