

February 8, 2016

Dear Parent or Guardian,

The Maplewood Richmond Heights' Food Service Department recently evaluated many different computerized Point of Sale (POS) systems to increase the level of service and provide accurate school meal accounts. After reviewing several systems a decision has been made to purchase Mosaic® POS. We are currently preparing to implement this new system in our school district with an expected launch date of February 17th for the Middle and High School. The Elementary and Early Childhood Center will have a launch date of February 18th.

For the first few days, our lunch lines may be slower but as the students familiarize themselves with this new system, they should move quicker than before. Breakfast service will be processed the same.

Students will use their current PowerSchool ID number, instead of their four-digit PIN that they have been using. This will reduce incorrect entering of PINs and will stay with the student until he/she graduates.

If your child has qualified for free or reduced meal prices, this information will be noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students. If you have not yet filled out a new Free & Reduced Meal Application for this school year, please do so as soon as possible.

We are also excited to provide parents a convenient and secure online payment service called mySchoolBucks. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines will move along much faster, which gives your child more time to eat and be with friends.

Please note that you will be able to access your child(ren)'s current meal balance in real time.

If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to Maplewood Richmond Heights Food Service. Please remember to write your **child's full name** on the check.

The mySchoolBucks Online Payment Service will be available for parents beginning February 12th. for all schools. We will go live with Mosaic Cloud in the MS/HS February 17, and ECC/ELE on February 18.

To access this service:

1. Go to the district web site at www.mrhschools.net.
2. Click the Parents Link (top right), then click lunch menus (on the drop down).
3. Click the mySchoolBucks link.
4. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number. The instructions listed on the back of this page will guide you through 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.

- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- Please Note: You may fund up to \$120 per child, but a family may pay for all of their children on a single transaction.

We are very excited to offer this new service and are confident that mySchoolBucks will benefit you, your child and our District. If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to Maplewood Richmond Heights Food Service. Please remember to write your **child's full name** on the check.

If you have any questions about this new service, please feel free to contact my office at (314) 446-1722.

Thank You,

Irene Wan, RD, LD
District-level Food Service Manager

Student Name Student ID Registering for a FREE mySchoolBucks Account:

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office.
- Go to the district website at www.mrhschools.net, then click on the Parents Link, then Lunch Menus, and then click on the mySchoolBucks link OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click ADD ANOTHER STUDENT to repeat the process for additional children.

Making a Deposit:

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click CONTINUE SHOPPING.
- Enter your payment information and click **CONTINUE**.

- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.

MYSCHOOLBUCKS ONLINE PAYMENT SERVICE OPT-OUT FORM

My child / children are NOT to be enrolled on mySchoolBucks.com.

Parent Name: _____

Address: _____

Phone: _____

E-mail address: _____

Student ID	First Name Grade	MI	Last Name	School
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____