



## GARDEN SCHOOL MEAL PLAN 2016-2017

### WHEN YOU RECEIVE YOUR MEAL PLAN PIN BY MAIL, YOU MUST REGISTER BY SEPTEMBER 8!

Dear Garden School Families:

Garden School is pleased to announce the launch of a new online meal purchasing service. The benefits of this service are that it allows you to track what your child is eating and monitor lunchtime purchases.

The biggest difference is that **cash will no longer be accepted in the dining room or the classroom for any meals**. Instead, every student who would like to purchase meals or individual food items at Garden School **must either open or register for an account and deposit funds into it** (there is a 4.75% fee for deposits which includes a credit card processing fee) **OR sign up for the Annual Plan by sending payment directly to the Business Office** (see below for plan instructions). Once registered and funded, the student will be issued a "Meal Card" with a three digit pin number. Every Meal Card needs to be registered, and either the Meal Card, or the student's three digit pin number, will be presented at each meal or food purchase.

**Your Meal Plan PIN will be sent to you by mail along with these instructions.**

Families will make deposits into their meal accounts, and receive an email reminder sent when an account balance gets low. Meal account deposits can be made by credit card or through ACH payments, (automatic direct payments via bank account for \$2 fee per transaction). Each child's account will be updated nightly so that account balances and payments will be current as of the following day.

There are two choices of meal plans:

**Annual Plan: Families send a check for \$900 to Garden School directly** at the beginning of the year to buy all *lunches*. Your account will be created for you by the Business Office and a Meal Card with PIN will be issued. Families that choose the Annual Plan still can load additional funds into their accounts in order to purchase breakfast and additional items (snacks, ice creams, etc.) using their meal cards or pins. (Again, the Annual Plan payment of \$900 is paid to Garden School directly before school starts.)

**A La Carte Plan:** Families register for an account and Meal Card and replenish card directly as their child buys meals and/or individual items.

Note: Students *not on the meal plan* who choose a daily lunch will be charged \$6 / lunch. Students can bring their own lunches from home but must be registered on the A La Carte Plan to purchase any items in the dining room.

Nursery to Grade 3 are served family style in the classroom. Grade 4 and up eat in the dining room.

Breakfast is available for Pre-K to Grade 12 for individual purchase only from 7:45 to 8:10 am for \$3/day.

**Breakfast Menu:** Scrambled Eggs **or** Cereal with Milk **or** Cup of Soup **or** Bagel with Butter or Cream Cheese and also includes a Piece of Fruit and a Beverage.

**Lunch Menu:** Posted on website under "Our School > [Dining Room Menus](#)". Includes a hot entrée or sandwich, plus a beverage and dessert each day.

**Please see below for registration instructions and, once you receive your Meal Plan PIN, you must register by September 8!** All Annual Plan checks should be made payable to GARDEN SCHOOL. Please call the Business Office at (718) 335-6363 for credit card payments.

If you have any questions about this or any other food service program, please contact the Business Office at (718) 335-6363.

Sincerely,

Mary Maisano  
Director of Finance



## INSTRUCTIONS FOR CREATING YOUR MEAL PLAN ACCOUNT

In order to register for this new service, you will need to create a parent account. Once you receive your Meal Plan PIN in the mail, you will be required to:

1. Go ONLINE to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Garden School from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's Meal Plan PIN number to add each student. (Your Meal Plan PIN number is arriving by mail next week.)
4. After the students are added, you will be able to view the lunch account activity and make payments to the student account.
5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.

Note: A parent/guardian account can be linked to many children, but a child can only be linked to one parent/guardian.

If you have any questions about this or any other food service program, please contact the Business Office at (718) 335-6363.

Sincerely,

Mary Maisano  
Director of Finance