

ST. BRIGID/OUR LADY OF HOPE REGIONAL SCHOOL

101 Maple Avenue, Westbury, NY 11590 • (516) 333-0580 • www.stbolh.org



Dear Families,

Our school is excited to announce the launch of a new online service* that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

In order to take advantage of this new service, you will need to create a parent account. This requires you to:

1. Go to 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 St. Brigid/Our Lady of Hope 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 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 student ID** numbers to add each student. Your child's ID is: 0004
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. If you have 2 or more students assigned to your account, you may make an ACH 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 account can be linked to many children, but a child can only be linked to one parent.

You make deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year.

Each family who wishes to participate in the school lunch program must set up an account. Lunch money will no longer be collected by the teachers in homeroom or in the Business Office. Lunches must be ordered online, no later than midnight the night before.

If you have any questions about this new program, please contact the Business Office at (516) 333-0580.

Sincerely,
St. Brigid/Our Lady of Hope Regional School
Administrative Team