

KIPP San Antonio Parent Meal Payment Policy

If you are a parent whose children qualify for reduced price or full price meals, you can submit payment by cash or credit/debit card to the school's front office. You also have the option to set up online payments at www.myschoolbucks.com.

We encourage paying more than the current balance in order to have a positive balance and cover your child's future meals through the end of the year. The money put into your child's account may be used at any time.

During the 2017-2018 school year, families who qualify for free or reduced-price meals will not be charged for breakfast and/or lunch. Families who do not qualify must pay for full priced meals (paid meals) are charged \$0.00 (no charge) for breakfast and \$3.00 for lunch. Please ensure that you fill out an application for free or reduced-price meals. You can fill out an online application anytime at www.nlappscloud.com. A written copy of the meal application is also available at your school's front office.

KIPP San Antonio allows negative balances up to certain limits because we feel it is important that students not be denied access to a meal during the school day. The maximum past due limit for families who pay full-price is **\$21.00**. KIPP San Antonio's policy on negative balances states that once a student reaches these limits, he/she is not able to receive additional meals. All balances must be kept up to date.

Online Payments

If you would like to set up online payments, please follow

these instructions:

1.) - Go to www.MySchoolBucks.com

- Click the **"REGISTER FOR A FREE ACCOUNT"** button.

-Select **Texas** from the drop down box and click **continue**

-Select **KIPP San Antonio** 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.

2.) 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 the last four digits of your child's

student 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.

3.) 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"**

If you have any questions, please contact My School Bucks at 1-855-832-5226. If you need your child's Student ID number, please contact your child's school.

*Note: Online payments incur a processing fee of \$2.49 per payment. Balances paid with cash at the school will not incur a processing fee.