



Dear Parent:

Lake Forest School District 67 and Quest Food Services are pleased to provide our families a convenient, easy and secure online prepayment service to deposit money into your child's school meal account. This service also provides parents the ability to view your child's account balance through a web site (www.MyNutrikids.com). By having money in each child's account prior to entering the cafeteria, the lunch lines will move along more quickly allowing your child more time to relax, eat and be with friends.

At the elementary schools: the student will continue to make their lunch selection in homeroom each morning. At lunch, your child will simply give his or her name to the cashier and the cashier will view the student's picture online and debit their account. Any student purchasing lunch or milk must proceed through the lunch line.

At the middle school: the student will swipe their student ID at the lunch line, the cashier will verify the student's picture and the account will be debited. We are encouraging all middle school students to be responsible with their ID's, but if one is forgotten or lost, ID numbers and names can be searched on the computerized system to ensure the student has lunch for that day. Replacement ID's can be issued in the middle school office – the first replacement is free but subsequent ones will cost \$5 each.

Some important facts:

- If you have more than one child in District 67 you can handle all online prepayments from the same online account.
- Payments may be made with a major credit or debit card or made through an existing personal PayPal account. Credit card payments are generally posted to student accounts within 24 hours on school days. PayPal account payments take approximately 7 days to post.

Please refer to the attached instruction sheet for step-by-step procedures on how to access these services. Once you have established an account you will have the ability to print out a copy of your child's eating history report. The history report will show you all transactions within the past thirty days.

If you choose not to take advantage of the online prepayment service you may continue to make advance payments via check by sending payments (made payable to *Lake Forest School District 67*) to your child's school office. Please write your child's name and homeroom teacher's name on it. As always, cash will be accepted in the lunch lines.

Visit the district website www.lf67.org, and click on "Food Services" under Quick Links to access monthly menus, the DPM a la carte price list, etc. If you have additional questions, please feel free to contact me at (847) 604-7476.

Sincerely,

A handwritten signature in black ink that reads "Anne L. Simons". The signature is written in a cursive style.

Anne L. Simons
Food Service Director, Quest Food Management



MyNutrikids Registration Information

Please note: your child's student ID number can be found on their material fees invoice, next to their name.

To Access these Services:

- Simply go to the Lake Forest District 67 web site at www.lf67.org
- Click on the **Food Services** link on the homepage (bottom left under Quick Links).
- Click on the **MyNutrikids.com** link. From this site you can 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 this page will guide you through the easy online account set up process.

Registering for MyNutrikids.com

- You will first need to enter your child's student ID number (found on the material fees invoice, or you may get this number by contacting your child's school office).
- Click **Sign Up** and enter the required parent information. **Your log in will be your email address and you may choose your own password.**
- Click **Submit** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the MyNutrikids 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. **You will be asked to use initials from your child's legal first and last name (not nickname).**
- 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 payment web site to enter your payment information.
 - o You have the option to use a major credit card or your existing personal PayPal account to make your payment.
 - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
 - o If you are using your existing PayPal account, enter your email address and PayPal password to continue.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.
- Do **not** close your browser until you have received a payment confirmation notice on your screen.

Email Updates

- Go to the "Profile" tab and choose "Low Balance Alerts" and from the drop down button choose "On." You can then identify at what dollar amount you would like to receive a "low balance" email so you will know when to replenish your student's account. Email notices will automatically be sent 3 times per week until a payment is made on the account.

Please note that payments are posted to student accounts each morning school is in session. Any payments made in the evening, on weekends or on non-attendance days will not post to student accounts until school is back in session and Low Balance Notices will continue to be sent until payments are posted.