



Dear Parents and Students,

The Nutrition and Food Service Department recently evaluated different computerized Point of Sale (POS) systems to increase the level of service and provide accurate school meal accounts. After reviewing a number of systems a decision has been made to purchase the NUTRIKIDS® POS System. We are currently preparing to implement this new system in our school with a launch date of **May 20, 2011**.

The service to students will have little to no interruption. The new system will operate under the same format with students using their current student ID number into a PIN Pad system. This student ID number will stay with the student until he/she graduates. All meal services, breakfast and lunch, will be included and processed in this system.

If your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the student. All current applications will flow into the new system.

If you are concerned about a food allergy that your son/daughter has, please notify the cafeteria with this information. If indicated, a warning will appear on the cashier's screen for a review of the items on the student's tray.

**Question:** What will stop the student from purchasing more than the parent allows?

**Answer:** If this is a problem with your child, simply notify us in writing with your limitations, and we will enter it into the system.

**Example:** A student desires to purchase 10 of our delicious meals and you only permit one per day, information will be placed in the system and we will comply with your wishes.

We are also excited to provide parents a convenient, easy and secure online payment service to deposit money into your child's school meal account at any time. You currently have the same availability through Café Prepay. With the new system, more services and information are available to parents. You will have the availability to view your child's account balance through a web site called MyNutrikids.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. Check and cash prepayments are still accepted; (simply place your child(s) ID number(s) on the check).

Also, with MyNutrikids.com, parents will have the ability to print out a copy of their child's food purchase history report. This history report will show you all dates and times that your child has purchased a breakfast and/or lunch within the past thirty days.

These new services will be available **May 16, 2011**.

Please note any monies placed on the new account will not be available for meal payments until your school *Goes Live* on the date stated above. All balances, both positive and negative, will be transferred to the new system.

*(Over)*

To access these services:

1. Simply go to the district web site at [www.aasd.k12.wi.us](http://www.aasd.k12.wi.us)
2. Click on the Food Services link.
3. Click on the MyNutrikids.com link. From this site you will 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 in this letter will guide you through the easy online account set up 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 through an existing PayPal account or with a major credit or debit card.

We are very excited to offer these new services, in direct alignment with the District's Strategic Plan/Safe and Healthy Environments priority, and are confident this new system will benefit you, your child and our District.

If you have any questions about these new services, please feel free to contact my office at (920) 832-6221.

Best Regards,

Monica Pomasl, RD  
Food Service Director

## Further instructions for MyNutrikids.com

### Registering for MyNutrkids.com

- 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 web site at [www.aasd.k12.wi.us](http://www.aasd.k12.wi.us), then click on Food Services, click on the link to MyNutrikids.com OR go to [www.MyNutrikids.com](http://www.MyNutrikids.com).
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

### Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- Click **Add Child** and enter the required information.
- 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 PayPal web site to enter your payment information.
  - o You have the option to use your existing PayPal account or a major credit card to make your payment.
  - o If you are using your PayPal account, enter your email address and PayPal password to continue.
  - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.