



**OFFICE OF THE SUPERINTENDENT  
HARRISON PUBLIC SCHOOLS  
501 HAMILTON STREET  
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**Cynthia Baumgartner, Ed.D**  
*Interim Superintendent of Schools*

**JAMES P. DORAN, Ed.D.**  
*Director of Personnel/Human Resources  
Compliance and Crisis Management*

September 2018

Dear Parent or Guardian,

I wanted to remind you about our district-wide Point of Sale (POS) and online payment program for student meals.

For several years now, we have been using the NUTRIKIDS® POS system on all of our cafeteria lines. In addition, we offer parents/guardians a convenient and secure online payment service called MySchoolBucks. The MySchoolBucks online service allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines will move along much faster, which gives your child more time to eat and be with friends.

**Please note the district serves universal-free breakfast to all students so no monies will be required from any student for breakfast.**

If your child has qualified for free or reduced meal prices, this information will be noted in the Nutrikids system, and the meal will be processed just as it is for all other students without any special indication to the students. If you have not yet filled out a new Free & Reduced Meal Application for this school year, please do so as soon as possible.

If you choose not to take advantage of the online payment service you may continue to make payments as you did last year, but remember **ONLY** MySchoolBucks accepts credit cards or personal checks. Parents/Guardians will be assessed a \$1.95 convenience fee per transaction by MySchoolBucks to cover their costs and fees.

I encourage you to register for MySchoolBucks even if you do not wish to make pre-payments on account because if you do, you will be able to view (at no cost) your child's purchase information for the past ninety days. **It is free to register.**

We are very excited to continue to offer these services and are confident that Nutrikids and MySchoolBucks will benefit you, your child and our District.

**TO REGISTER FOR MYSCHOOLBUCKS, SEE INSTRUCTIONS ON THE REVERSE SIDE.**

If you have any questions about Nutrikids or MySchoolBucks, please feel free to contact Gaby Salme at 973-483-2285 x2047 or email: [lunchprogram@harrisonschools.org](mailto:lunchprogram@harrisonschools.org).

Thank you.

Cynthia Baumgartner  
Interim Superintendent of Schools

**Registering for a FREE mySchoolBucks Account:**

- You will first need your child's birthday; if you ever have problem entering any information for your child, please contact Gaby Salme at 973-483-2285 x2047 or email: [lunchprogram@harrisonschools.org](mailto:lunchprogram@harrisonschools.org) .
- Go to the district website at [www.harrisonschools.org](http://www.harrisonschools.org), then click on Food Services tab at the top, click on the link to MySchoolBucks OR go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Please remember that our school district is: Harrison Public Schools – Hudson County.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **REGISTER** to complete the initial registration process.
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**Adding Students to Your Account:**

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **ADD STUDENT**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's birthday.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.
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**Making a Deposit:**

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount, click **CONTINUE SHOPPING**.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.

**Things to know:**

- If you have more than one child in the District you can handle all online prepayments from the same online account. It is more efficient to make one transaction for all your children in the district.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. The Harrison Public Schools will not profit from the use of this site. Please Note: You may fund up to \$120 per child, but a family may pay for all of their children on a single transaction. Also, you must place at least \$20 on account at a time until further notice.