



Tolland Food & Nutrition Services

51 Tollard Green, Tollard, Connecticut 06084

860-870-6854 FAX 860-672-3639

Dear Parent or Guardian,

Tollard Public Schools now provides parents a convenient, easy, and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called www.myschoolaccount.com. Student debit account deposits are made through either a credit card or an ACH (Automated Clearing House, an electronic on-line payment) account. Each Child's account will be updated nightly, so that account balance information and payments will be current as of the next day.

Parents will also have the ability to monitor your children's lunchtime purchases, track what your children have been eating for the past thirty days, transfer funds between students, and have an email reminder sent to you when an account balance gets low. ***We strongly encourage you to sign up for this low balance notification.***

To get started:

1. Use the internet to 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. Create a User ID and Password.
5. Choose Tollard Public Schools from the "School District" drop down menu.
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. **In addition**, once you have the verification code and the student ID numbers 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.
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. When using an ACH account there is a \$2.00 fee per transaction. If you have 2 or more students assigned to your account, you may make a 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.
6. When using a credit card you will be charged 4.75% which includes the processing fees and transaction fee.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making 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 used by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact the district Food Service Office at 860-870-6854 or aharned@tolland.k12.ct.us or kmecteau@tolland.k12.ct.us.

Sincerely,
Abby Kassman-Harned
Director of Food Service