



*NutriKids* is the service provider of our cafeteria Point-of-Sale system. Their service also provides parents the ability to view their child's account balance through a web site called **MyNutrikids.com**. Additionally, parents will have the ability to print out a copy of their child's account activity. This history report will list all dates and times during which a student has made a purchase within the past thirty days.

To access the services:

1. Log on to the District's website at [www.bernardsboe.com](http://www.bernardsboe.com)
2. Click on the **MyNutrikids.com** link. From this site you will create your account and add funds 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 the back of this page will guide you through the easy online account set up process.

For your consideration:

- 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.
- 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 \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Bernards Township Public Schools will not profit from the use of this site.
- Account balances will follow your child through his or her years in the district: balances are rolled from year to year and move to the middle and high schools with your child. Upon leaving the district, any remaining balance may be transferred to a sibling or a refund may be requested by contacting our office. **Student data rollover occurs in early September, just before classes begin.**

We are very pleased to offer these services. However, should you choose not to take advantage of the online prepayment service, you may continue to make advance payments via cash or check, which should be made payable to **Bernards Township BOE Food Service**. Please write your **child's full name** on the check. Cash is still accepted in all of our cafeterias, but we hope that you will take advantage of our debit system, because reducing the amount of cash-handling in our lunch lines keeps the lines moving rapidly, allowing the students more time to eat and socialize.

If you have any questions about these new services, please feel free to contact the cafeteria manager at your child's school.

Best Regards,

Debra Smith  
General Manager  
Aramark Education Food Service  
Bernards Township Schools  
908-204-2585 x132



### **Registering for MyNutrikids.com**

- **You will need your child's student ID number.** For elementary students, you will find the number on the placement letter sent home in August. For secondary students, the student number can be found on the student's schedule in ***Home Access Center***.
- Log on to the Districts website at [www.bernardsboe.com](http://www.bernardsboe.com), then 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.
- 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.
- 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.