



NEW HYDE PARK -GARDEN CITY PARK

Union Free School District

Michael G. Frank
Assistant Superintendent
for Business

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1950 Hillside Avenue
New Hyde Park, NY 11040

Dear Parent or Guardian,

New Hyde Park-Garden City Park UFSD Food Service Department continues to provide you with a convenient online payment service called mySchoolBucks. This website 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, lines should move along much faster, which gives your child more time to eat and be with friends.

To access this service:

1. Go to the district web site at www.nhp-gcp.org
2. Click the Parent link or the Calendar link to enter the School lunch menu area.
3. Click the mySchoolBucks link.
4. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number. The instructions listed on the back of this page will guide you through the process.

Things to know:

- Please do not attempt to deposit funds in your child's account until mid-August for the upcoming school year.
- 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 with a credit or debit card (Visa, MasterCard, and Discover). 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 by mySchoolBucks. 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. New Hyde Park-Garden City Park UFSD 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.
- The District will continue to have a "No Carryover" policy so please do not over fund your child's account. Any funds on the account as of the close of business on the last day of school will be forfeited. No funds will be carried over to the next school year and refunds will not be given.

If for any reason you choose not to take advantage of the online payment service you may continue to make advance payments via cash or check, which should be made payable to New Hyde Park-Garden City Park UFSD. Please remember to write your child's full name on the check.

If you have any questions about this new service, please feel free to contact my office at 516-434-2310.

Sincerely,

Michael G. Frank
Assistant Superintendent for Business

Registering for a FREE mySchoolBucks Account:

- You will first need your child's student ID number; you may get this number by contacting your child's school.
- Go to the district website at nhp-gcp.org, then click on Food Services, click on the link to mySchoolBucks OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- 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 student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.

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.