



LEE'S SUMMIT
R-7 SCHOOLS
Learning for Life

Reorganized School District No. 7

702 SE 291 Highway

Lee's Summit, Missouri 64063

Phone: (816) 986-2200 Fax: (816) 986-2215

Office of Nutrition Services

June 23, 2011

Dear Parents:

With current national attention being focused on children's health and wellness issues, Lee's Summit R-7 School District's Food Service Department is excited to provide parents an easy, convenient, and secure online prepayment service to deposit money into your child's school meal account at any time. This service not only provides parents the ability to view your child's account balance but will also allow you the ability to print out a copy of your child's transaction history. 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 and show you what they are purchasing.

These new services began May 27, 2008. ***See instructions on back.**

To access these services:

1. Simply go to the District Nutrition web site at www.leesummit.k12.mo.us/nutrition
2. Click on the MyNutrikids.com link. From this site you will create your own account which will enable you to 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 on the back of this page 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 at the same time.
- Payments may be made with a major credit or debit card. There is no need to set up a Pay Pal account. All deposits do go through Pay Pal, however, and it is important to save your Pay Pal receipt as your proof of deposit made.
- In order to use the online prepayment service, a small convenience fee for each deposit transaction will be assessed to cover the bank fees. This convenience fee is \$1.75 per transaction, **not per child**. Parents placing money into multiple meal accounts, using multiple student numbers will **only** be assessed the \$1.75 fee **once**. For instance: If you have two children and you make a \$50 deposit into each of their accounts, you will be assessed \$1.75 for that entire transaction. The Lee's Summit R-7 School District does not profit from the use of this site. Fees go to Pay Pal to keep the site secure.
- This on-line pay program will allow you to not only view your child's account balance but view his/her transaction history (what is being purchased) as well; plus set up a "low balance alert" to notify you when your child is getting low on funds. Other than the assessed fee for paying on line, all services are free of charge and user friendly.

We are happy to offer these convenient services and feel that the MyKids On-line Pay Program is very user friendly. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to **R-7 Nutrition Services**. Please write your **child's full name and student ID number** on the check.

If you have any questions, please feel free to contact the Nutrition Office at 816-986-2200.

Best Regards,

Jane Hentzler, RD
Director, Nutrition Services

Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting the Nutrition Office at 986-2200.
- Go to the district website at: www.leesummit.k12.mo.us/nutrition then click on the link to MyNutrikids.com OR go to www.MyNutrikids.com.
- Click in the **Sign Up Here** square and enter the required information. When you enter a zip code you must hit "search" and select the **Lee's Summit School District**.
- Click **Create Account** to complete the initial registration process. Your "**user name**" is your **email address**. **Please remember that and your password!**

Add Students to Your Family Account and Set Up Low Balance Alerts

- When you log in with your email address and password, you will be taken to the homepage.
- Click on **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. It will generally take a day or two to show up.**
- Click on **MyProfile** to set up a low balance alert. Please use \$8 - \$10 as your "low balance alert" in order to give you plenty of warning. **MyNutrikids** will email you when your child has reached the balance you set up. Hopefully this will prevent your child from running out of funds. ***Note:** During the summer months you must "**disable**" this alert yourself, if your child's balance is below your set point, to prevent the emails from continuing. These alerts were set up by you and originate from NutriKids – not the school district!

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. We suggest you stay on the left side of screen and use a credit card for payment. Deposits seem to reach the accounts quicker.
 - o If you are using a credit card, enter the required information and do NOT put an apostrophe in Lees Summit. For your protection, MyNutrikids.com will not store your financial information.
 - o **NOTE:** If using an E-Check or a Bank Debit Card, **without major credit card backing**, this on-line pay service may take 3 - 7 days to complete. Please account for this possible delay. When using a major credit card, such as Visa or Master Card, the deposit process is generally instantaneous.
- Click **Review Order & Continue**; then
- Click **Pay Now** to finish the process and to view **printable receipt**. Hit **Done** in order to get your "**Pay Pal Receipt**." This is your proof of payment.