

Colonial School District's Nutrition Services Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. Parents will also have the ability to view their child's account balance and print out a copy of their child's eating history report including all of the meals purchased within the past 30 days. These services will be available through a web site called MyNutrikids.com.

To access these services:

1. Simply go to the district web site at [www.colonial.k12.de.us](http://www.colonial.k12.de.us)
2. Click on 'Parents and Students' link. On the next page choose 'Lunch Menus and Nutrition' link.
3. Click on the MyNutrikids.com logo and it will take you to the MyNutrikids.com site. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code.

Things to know:

- 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 only. The minimum prepayment amount is \$10.00 per prepay transaction (total sum of prepayments for all of your listed children in a single transaction).
- 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 transaction. If you have multiple children and are making a deposit into each student's account there is no additional fee for these additional deposits in the same transaction. Colonial School District will not profit from the use of this site. The Nutrition Services Department will provide one **FREE** meal for your son or daughter for every 10 meals that are purchased to compensate you for the majority of the fee.

We are very excited to offer this new service and are confident this new system will benefit you and your child. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via cash or a check, which should be made payable to the school cafeteria. Please write your **child's full name** on the check.

<p><b><u>Registering for MyNutrikids.com</u></b></p> <ul style="list-style-type: none"> <li>▪ 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 Services Office.</li> <li>▪ Go to <a href="http://www.MyNutrikids.com">www.MyNutrikids.com</a> or you can click on the MyNutrikids logo on the Nutrition services page and it will take you to the MyNutrikids page.</li> <li>▪ Click <b>Sign Up Now!</b> and enter the required information.</li> <li>▪ Click <b>Complete Registration</b> to finish the initial registration process.</li> </ul> <p><b><u>Add Students to Your Family Account</u></b></p> <ul style="list-style-type: none"> <li>▪ When you log in you will be taken to the homepage.</li> <li>▪ Click <b>MyStudents</b> from the main menu OR from the blue navigation bar above.</li> <li>▪ This is a listing of the students in your account. It will be empty on your first visit to the site.</li> <li>▪ Click <b>Add Student</b> and enter the required information.</li> <li>▪ Click <b>Add</b> next to your child's name to continue.</li> <li>▪ Click <b>Add Student</b> to repeat the process for additional children.</li> </ul>	<p><b><u>How to Make a Deposit</u></b></p> <ul style="list-style-type: none"> <li>- Click <b>Deposit Money</b> located next to <b>Add Student</b>.</li> <li>- Enter an amount in the <b>Deposit</b> column next to your child's name. <ul style="list-style-type: none"> <li>o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. <b>DO NOT</b> deposit money for your entire family into <b>ONE</b> child's account.</li> </ul> </li> <li>- Click <b>Calculate</b>.</li> <li>- Click <b>Make Deposit</b>.</li> <li>- You will be directed to the PayPal web site to enter your payment information. <ul style="list-style-type: none"> <li>o You have the option to use your existing PayPal account or a major credit card to make your payment.</li> <li>o If you are using your PayPal account, enter your email address and PayPal password to continue.</li> <li>o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.</li> </ul> </li> <li>- Click <b>Pay Now</b> when finished.</li> <li>- Click <b>Pay</b> once again to finish the process.</li> <li>- You will be automatically redirected to the <b>MyStudents</b> page within MyNutrikids.com. If you are not automatically redirected, please browse to <a href="http://www.MyNutrikids.com">www.MyNutrikids.com</a> to continue.</li> </ul> <p>You are finished! Click <b>Logout</b> from the navigation bar and close your browser.</p>
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If you have any questions about these new services, please feel free to contact the Nutrition Services Office at 323-2743.