

# The New RLCS Lunch Payment Program

We have partnered with [MySchoolAccount.com](http://MySchoolAccount.com) to bring you an online service to prepay for your students' lunches by using your debit card, credit card or an echeck.

This service offers you the ability to monitor your children's lunch purchases, track what your children have been eating for the past 30 days, make deposits directly into their lunch accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low.

Your student will order lunches as normal (in the classroom) but lunches will no longer be charged to your freshbooks account.

**This is the ONLY program we use for lunch payments. Every parent needs to set up an account for each of their students in order for them to receive hot lunch.**

To set up an account:

1. Go to [www.MySchoolAccount.com](http://www.MySchoolAccount.com).
2. Click "Create Account" on the top right of the screen.
3. Fill in the required information on the "Parent Account Sign-Up Page."
4. Choose "'Fairfield Christian School" OR Natomas Christian School" from the "School District" drop down menu.
5. Create a User ID and Password
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. To do this you will need to:

1. Go to [www.MySchoolAccount.com](http://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. You will need each of your children's student ID numbers  
**You can call the school office for their ID number.**
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

## **Please Note:**

- A parent account can be linked to many children, but a child can only be linked to one parent.
- There will be a per transaction fee of \$2.00 associated with each online deposit.
- After a **-\$10.00** balance on your students account, we will not serve them an emergency or hot lunch. We will have your student call you to bring them lunch.
- Any money that is not spent by the end of the school year will be refunded at the end of the school year upon written request of the parent.

Questions regarding the [www.MySchoolAccount.com](http://www.MySchoolAccount.com) service should be directed to [support@MySchoolAccount.com](mailto:support@MySchoolAccount.com)

