

# School City of Hammond

## *Food Service Department*

41 Williams Street • Hammond, IN 46320 • (219) 933-2400

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Walter J. Watkins Ph.D., Superintendent

Dear Parent(s):

The School City of Hammond Foodservice 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.

This service also provides parents the ability to view your child's account balance through a web site called MyNutrikids.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print a copy of their child's eating history report. 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. You may use this option without prepayment at no charge.

These new services will be available on or about May 27, 2010.

To access these services:

1. Simply go to the district web site at [www.Hammond.k12.in.us](http://www.Hammond.k12.in.us)
2. Click on the School Nutrition Program link.
3. Click on the MyNutrikids.com link. From this site you will create your account to add money to your child's school meal account or to view the meal transaction history. 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.
- 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.** The School City of Hammond does not profit from the use of this site.

If you choose not to take advantage of the online prepayment service you may continue to make advance payments via cash, check, cashier check or money order which should be made payable to the School City of Hammond Foodservice Department. Please write your **child's full name** on the check.

If you have any questions about these new services, please feel free to contact my office at 933-2400 x 1055 (Cathy Fisher).

Best Regards,

Diane Schweitzer, PhD, SNS  
Foodservice Director

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

- You will first need your child's student ID number. This is the number on the bar-coded meal card, class schedule, grade report or the number a student may enter on the numeric keypad in the cafeteria. You may also obtain this number from the school cafeteria manager.
- Go to the district website at [www.Hammond.k12.in.us](http://www.Hammond.k12.in.us) then click on School Nutrition Program, 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.
- **Note:** If you use the check option in PayPal, the check may take up to ten days to clear.