



BRENTWOOD ACADEMY

Dear Parents,

Please review these details regarding dining hall purchases. This information will identify:

- The reason BA requires **all parents** to set up a MySchoolBucks account regarding dining hall purchases.
- The three **options** for making breakfast, snacks (during activity period), and lunch purchases.
- Important things to know about MySchoolBucks.
- The steps for **setting up** and adding money to your mandatory account.

1. ALL families are required to set up their personal MySchoolBucks account for funding:

ALL students have a Declining Balance Account with MySchoolBucks. As a result, if you have not already set up your personal MySchoolBucks account for funding, it is required that you set one up for your student(s). Set up instructions are on the following page. It is important that parents fund the account or discuss with their student why they are not to purchase items outside of the Daily Meal Plan or over and above their Daily Meal Plan offerings. The Declining Balance Account will be charged if a student forgets to purchase an item covered by their Daily Meal Plan and returns for a second trip - ie: forgot their drink and returned to get a drink. The Declining Balance Account is ideal for students not participating in the Daily Meal Plan but who wish to periodically purchase individually priced a la carte items at school. This program is also ideal for breakfast, snacks, premium items, or second servings at lunch for students who purchase the Daily Meal Plan as well. A student's balance decreases as purchases are made, much like a debit card.

2. Dining Hall Program Options:

A. Daily Meal Plan (refer to Meal Plan Information document for pricing)

On registration day, you will have the option to register your child for the Daily Meal Plan and select your method of payment. This plan allows your student(s) to eat a full lunch in the dining hall each day (breakfast and snacks during activity period are **NOT** included). On the Daily Meal Plan, a student can have **an entrée, three sides, and a drink on their first trip through the line**. For any follow-up trips through the line, students will pay for additional items via their MySchoolBucks declining balance account (see below).

NOTE: Premium items are **excluded from the Daily Meal Plan and will be charged to your student's declining balance account (refer to the premium items listing by visiting BAEagles.com)**. Payment options are: 1) payment in full on registration day; 2) paying half on registration day and the second half will be paid in December via your FACTS tuition billing; 3) making nine monthly payments, where the first payment will be made at registration and the remaining eight via your FACTS tuition billing.

B. MySchoolBucks Declining Balance Account

Your student's MySchool Bucks declining balance account is used for daily ***a la carte*** purchases for breakfast, snacks during activity period and lunch. MySchoolBucks is a convenient and secure online payment service that allows you to deposit money directly into your student's declining balance account and allows you to view balance and purchase information for the past 90 days. **To help prevent your account from going into the negative, we encourage you to set up a low balance alert on your account which will trigger an email letting you know it is time to add money back to your account.** We also encourage you to set up auto pay on your account when your low balance target is reached & set an auto pay end date of May 31 in the year your child will graduate. **Adding these options to your account will help alleviate negative balances and will avoid auto payments after your child graduates.** Additionally, (when possible and necessary), your student may be asked to put items back on the shelf to help prevent negative balance situations. **If a negative balance does occur and is not resolved in a timely manner or if there is a negative balance still remaining at the end of the school year, we will move the negative balance to your FACTS tuition account for payment.**

C. Daily Meal Plan Combined with Declining Balance Account

We encourage every student who signs up for the Daily Meal Plan to also have money added to their declining balance account. This will allow students on the Daily Meal Plan to make *a la carte* purchases in the dining hall for items that are **not included** on the Daily Meal Plan (see premium items listing).

NOTES:

- **Please communicate to your student the program option(s) you intend for them to use in this school year.**
- Please understand that the **declining balance account is not used to pay for the Daily Meal Plan.**
- Students will provide the cashier their Veracross student ID number (also known as the student's lunch code) when checking out in the dining hall. Their purchase will then be charged to the Daily Meal Plan or declining balance account accordingly.

3. Important things to know about MySchoolBucks:

- If you have **more than one student** attending Brentwood Academy, you can add money for all your students from one online account.
- Money can be added to the account using a **debit card, Visa, MasterCard or Discover card**. You can also add money to the account via **ACH draft** from your checking account.
- When adding money to your account, MySchoolBucks will assess a **convenience fee** added to the total amount of the transaction to cover bank and credit card fees.
- For your convenience, MySchoolBucks offers a **mobile app** that you can download to your mobile device to help manage your account using your smart phone.

4. Steps for creating your MySchoolBucks account:

- You will first need your student's Veracross student ID number. When logged in to Veracross, you can find the ID number under the "Links" tab next to your student's name.
- Go to the MySchoolBucks website at www.myschoolbucks.com.
- Click **SIGN UP Free** and then complete the **SIGN-UP** form. You will begin completing the form by selecting Tennessee as the state/province, using the drop-down option. You will then be asked to select a district. Using the drop-down option, you will select Brentwood Academy as the district. You will then complete the remaining questions to create your account.
- Once your user profile has been created successfully, you will then be asked to add a student by clicking on **CONTINUE TO ADD A STUDENT**.
- On the **ADD STUDENT** form, you will begin by selecting a school. Select your student's **SCHOOL** from the drop-down box. You will want to select Brentwood Academy.
- Enter your student's **FIRST NAME** and **LAST NAME**.
- To validate your student, enter your student's #, which will be their **VERACROSS STUDENT ID NUMBER**. (See the first step above in this section to locate Veracross student ID number).
- Click **FIND STUDENT**, and your student's information will be populated on the next screen. (If you have trouble finding your student, please contact Carol Pelton at 615-373-0611, ext. 125 or carol_pelton@brentwoodacademy.com).
- Click **ADD STUDENT** to successfully add the student to your household.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.

5. Steps for adding funds to your account:

- From the **HOME** page, you will have the ability to make a one-time payment to your student's account **OR** you will have the ability to set up auto pay when your student's balance reaches a low balance target. You will select your low balance target when setting up auto pay. **We strongly encourage you to use the auto pay feature to avoid your students account from going into the negative. We also encourage you to set an end date for your auto pay of May 31 in the year your student graduates.**
- Begin the process for adding funds to your students account by selecting your student's payment option: **ADD ONE-TIME FUNDS** or **SET UP AUTO PAY**.
- You will then complete the remaining steps in the process to add funds to your student's account.

If you need assistance with completing any of these steps, please contact MySchoolBucks Customer Service (a Heartland School Solutions Company) at 1-855-832-5226 or via email at support@myschoolbucks.com.