



BRENTWOOD ACADEMY

August 3, 2018

Dear BA Parents,

Please review these details regarding dining hall purchases. Some of this information is **new** and will identify:

- The reason we are requiring **all parents** to set up a MySchoolBucks account.
- The three **options** for making breakfast and lunch purchases.
- Important things to know about MySchoolBucks.
- The steps for **setting up** your mandatory account.
- The steps for **loading money** on your account.

1. ALL families are required to set up a MySchoolBucks account:

If you have not already activated a Brentwood Academy MySchoolBucks account, we are requiring you to activate one for your student(s). You are not required to put money on the account, but it allows the dining hall system to communicate with you directly, when necessary. Instructions are on the following page.

2. MySchoolBucks Program Options:

A. Daily Meal Plan (\$1,050 annually or \$585 bi-semester)

On registration day, you will have the option to register your child for the Daily Meal Plan, which allows your child to eat a full lunch in the dining hall each day (breakfast is not included). On the Daily Meal Plan, a student is allowed to have **an entrée, three sides, and a drink on their first trip through the line**. For any follow-up trips through the line, students pay for additional items via their declining balance account (see below). **NOTE: Premium items are excluded from the Daily Meal Plan and will be charged to your child's declining balance account (see enclosed list of premium items).**

B. Declining Balance Account

Your student's declining balance account is used for daily *a la carte* purchases for breakfast and lunch. This 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/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 for three consecutive days 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. Adding these two options to your account will help alleviate negative balances. Additionally, when possible, your student will 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 account for payment.**

C. Daily Meal Plan Combined with Declining Balance Account

We encourage every student on the Daily Meal Plan to have their own declining balance account. A declining balance account allows students to make *a la carte* purchases in the dining hall for items that are not included on the Daily Meal Plan (see enclosed list of premium items).

(continued)

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.** If you choose the Daily Meal Plan, you will pay for this option at registration via full payment OR by paying a deposit at registration with the balance paid through FACTS using one of the following options: a) balance paid in December via FACTS; b) monthly installments paid through December via FACTS; or c) monthly installments paid through April 2019 via FACTS.
- Students will key in 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** of 3.95% of 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 phone.

4. Steps for creating your MySchoolBucks account:

- You will first need your student's Veracross student ID number. When logged into your parent portal on Veracross, you can find the ID number under the "Links" tab next to your child's name.
- Go to the MySchoolBucks website at www.myschoolbucks.com.
- Click **SIGN UP TODAY!** 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 students information will be populated on the next screen. (If you have trouble finding your student, please contact Sarah Wilkerson at 615-373-0611, ext. 122 or sarah_wilkerson@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 students account OR you will have the ability to set up auto pay when your students 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.**
- 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 students 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.