

Learning Prep School/Food Service Department

1507 Washington St

West Newton, MA 0265

lcunniff@learningprep.org

Dear Parents/Guardians:

If your child is new to our school, welcome. If you have a child in our school already you may know there are a few different ways to access our breakfast and lunch program.

You may add money to the account by sending in a check made out to Learning Prep School. Please make sure your child's name is clearly identified in the memo lunch with the words **lunch account**. We will add it to their account.

If it is more convenient for you, you may also send cash in that can be added to their account.

Learning Prep School uses a system linked to "myschoolaccount.com". This system allows for credit/debit card use with online transactions.

Directions for creating a My School Account

1. Go to www.myschoolaccount.com.
2. Click "create account" on top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose "Learning Prep School" from the "school district" drop down menu.
5. Create User ID and Password
6. Click the "Accept" box, and then click "Sign up." An email will be sent to your provided email address that will contain a "verification code".

After you receive the "verification code" you may begin to add your child's information. To do this, you will need to:

1. Go to 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 child (or children's) information according to the guidelines provided. You will need your student ID number for each child. Your Child's ID is **[CUSTOMER_USERID]** (We do not require a birthdate for our school)
4. After the student(s) are added you will be able to view the lunch account and activity and make payments to the student(s) lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of the system. If you have any questions or concerns please email me. Thank you!

Sincerely,

Lindsay Cunniff

Food Service Director/Instructor

Note**Please contact Debby Worcester if you have free/reduced breakfast and lunch questions**