

Saint Basil Academy
711 Fox Chase Road, Jenkintown, PA 19046

Dear SBA Parents/Guardians,

Our school lunch program uses an online payment service that will allow you to monitor your daughters' lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments from a checking or savings account. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day. No cash can be accepted for purchases in the cafeteria.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

1. Go to **www.myschoolaccount.com**.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose "Saint Basil Academy" 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** 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 according to the guidelines provided. You will need each of your children's student ID** numbers as well as (some school districts also require date of birth) to add each student.
4. After the students are added you will be able to view the lunch account activity and make payments to the student 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 this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

Note: There will be a per transaction convenience fee associated with each deposit.

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this please contact Sheree Berky at sberky@stbasilacademy.org or by phone at (215) 885-3771 extension 122.

Sincerely,

Alexandra Penkalskyj
Assistant Principal

* Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com.

**If you do not remember your ID numbers, they are printed on your school ID (do not include the "P")