

Cafeteria accounts/Payment procedures

- There is no cash or check accepted in the cafeteria during breaks or lunch.
- All students and teachers have a lunch account number and money must be prepaid on this account to make purchases.
- Front office staff creates a lunch account number for every new student/teacher. The lunch number remains the same from year to year, it does not change.
- Money can be deposited on the lunch account by dropping cash/check in the box in the front office (checks made payable to Ridgecroft) or you can make an online deposit to your student's lunch account through "My School Account." Parents must create a "parent account" if they wish to make online deposits onto their student's account. (Instructions how to create a parent account are below).
- "Parent accounts" also allow for parents to monitor what their student purchases. Parents can also request a transaction report from Mrs. Nabinger in the cafeteria.
- When student/staff goes through the cafeteria line, their account number is keyed on a key pad. Cafeteria staff verifies the name on the account matches the person who is charging. The money is automatically deducted from the account.

Create an online "parent account" to:

- Monitor your student's purchases
- Make deposits on your student's account
- Receive an email reminder when the account balance gets low (customize your minimum balance under "Manage My Account")

Deposit money on your student's account:

- ACH payment online (\$2.00 fee)
- Credit/Debit Card payment online (\$4.00 fee and \$200 maximum deposit)
- Cash/check dropped in the brown box outside Mrs. Joannah Lassiter's office on Monday mornings for funds to be loaded prior to break Monday morning. Please make checks payable to Ridgecroft School.

How to create a parent account:

1. Go to www.myschoolaccount.com
2. Click “CREATE ACCOUNT” in the top right corner
3. Fill in the required information on “CREATE PARENT ACCOUNT” Step 1 & Step 2
4. Choose “Ridgecroft School” in the drop down menu for “School District” Step 3
5. Click “FINISH” (an email will be sent to your email address that contains a verification code you will need to complete the process)
6. Check your email for the verification code
7. Go to secure.myschoolaccount.com
8. Log in using your username and password. Screen will appear for you to enter verification code.

After you create your parent account, you need to add your student(s) to your account.

1. Click “MANAGE STUDENTS”
2. Click “ADD STUDENT”
3. Type in the Student ID (this is your student’s lunch number. Email cabshire@ridgecroft.org or call school to receive your student’s lunch account number). **EVERY student has a Student ID. Siblings do not share.**
4. Once student(s) have been added, you will be able to view the account’s history and make deposits to the account.

FAQ – Ridgecroft Cafeteria Procedures

1. What can my student order in the cafeteria?

- Daily lunch “special” plate includes entrée, side and drink (tea, lemonade or water. Canned drinks and Gatorade sold separately)
- Daily lunch entrée only
- Salads (side salad, full salad or salad with meat)
- Sandwiches (PB&J, grilled cheese, ham, turkey)
- Chicken tenders & French fries

There is a monthly menu of lunch “specials” on the Ridgecroft website under “Campus Life”. There is also a “Cafeteria Price List” on the website that details prices and ala carte items available to purchase during break and lunch.

2. What if another student tries to use my child’s lunch number?

Every student and staff member has their own unique 3-digit lunch account number. When students go through the cafeteria line and their number is entered, the student’s name appears in LARGE on the corner of the screen. Cafeteria staff verifies the student charging the order matches the name on the screen.

3. Does my student need to memorize his/her lunch number?

Teachers use a daily lunch order form to record who is ordering lunch and what he or she is ordering. This form includes the student’s name and lunch number. This means cafeteria staff has easy access to students’ numbers, but we strongly encourage your student to practice and memorize his or her number. This will allow for speedier transactions during breaks and lunches.

4. How do I monitor what my child is ordering?

The parent account you create on MySchoolAccount.com allows you to monitor what is being purchased. Under “Manage Students,” you will click on “VIEW HISTORY” beside the student’s name.

5. Will money roll over to next school year?

Yes, any money on a student’s account that is not used this year will roll over.