



Lexington Public Schools

146 Maple Street, Lexington, MA 02420

Mary Ellen N. Dunn.

Assistant Superintendent for Finance and Business Operations
Chief Procurement Officer ~ School Department

Tel: (781) 861-2563

Food Service Program web page:
<http://lps.lexingtonma.org/Page/633#19>

Kevin Silvia, Food Service Director
Whitsons Culinary Group

Tel: (781) 861-2320 ext. 1181/1180
<http://schools.whitsons.com/ma/lexington-public-schools>

Online Meal Payment System

Lexington Public Schools offers mySchoolBucks.com, a convenient online service that allows you to securely pay for your child's school meals using your credit/debit card or electronic check.

mySchoolBucks¹ offers families the following...

- Convenience**
 - Make payments when it's convenient for you, 24 hours a day, 7 days a week!
 - Monitor your student's account balances online;
 - Make Payments with the New Mobile App { <https://www.myschoolbucks.com/etc/getmobileapp.do>};
- Control**
 - Receive low balance email reminders to remind you when it's time to add more money, and
 - View your student's cafeteria purchases.
- Efficiency**
 - Make your payments for all your children in one easy step, even if they attend different schools in the district.
 - No need for mailing, delivering checks, or sending checks to school for filling lunch accounts.
- Flexibility**
 - Make payments using your **VISA, Master Card, Discover, credit/debit cards** or **electronic check**;
 - Use option to have payments made automatically each month to automatically add money to the account when your balance reaches the threshold you set; and
 - Receive deposit confirmations sent directly to your email account.
- Timeliness**
 - Money deposited into **mySchoolBucks.com** is usually active in your student's school by the next morning.

What do I need to know about my child's account?

- Setting up an account is easy. Go to www.myschoolbucks.com to register for a free account. Please have your student's ID number ready.
- For safety and security reasons your child is required to use a PIN number for all purchases at the register. See FAQ on food service website for more information.
- The Lexington School Committee Meal Charge Policy will apply ([MEAL CHARGE POLICY](#) - Approved: 11/02/10.)²
- The processing fee for adding funds to your student's account will be \$1.95. Each student may have up to \$500 loaded on each account. Upon checkout, one \$1.95 service fee will be assessed to the total amount loaded onto your student(s) accounts. The fee pays for the 1-6% bank/credit card company processing fee that cannot be absorbed by the Lexington Food Service Program.
- Checks will still be accepted at the register or by mail to the Lexington Food Service Program office (251 Waltham Street Lexington, MA 02421)
- All funds deposited are the property of the Town of Lexington and held in a Town of Lexington, MA bank account. They are not held by Whitsons Culinary Group or Heartland Payment Systems.
- Balances at the end of the year continue to the next school year. Balances can be transferred to another sibling. Refunds are only issued when students graduate or withdraw from school.

¹ <http://educate.myschoolbucks.com/Parent/mySchoolBucks%20Parent%20Getting%20Started%20-%202003052013.pdf>

² <http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/365/MealCharge%20Policy02NOV10.pdf>