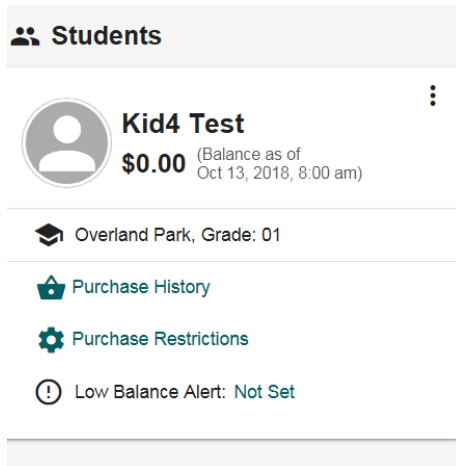



Log into: www.schoolcafe.com


- Set up login and password
- Link all children to your account


How to view account balances and purchases





Students

 **Kid4 Test**
(Balance as of Oct 13, 2018, 8:00 am)
\$0.00

 Overland Park, Grade: 01

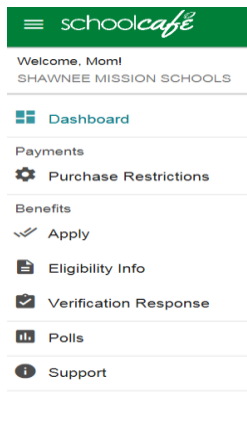
 Purchase History


 Purchase Restrictions

 Low Balance Alert: Not Set


- Click on the 'Purchase History' icon.
- Select, Last 7 days, 14 days, 30 days, or custom.

How to set restrictions for purchases




 schoolcafé


Welcome, Mom1
SHAWNEE MISSION SCHOOLS


 Dashboard


Payments


 Purchase Restrictions


Benefits

 Apply

 Eligibility Info

 Verification Response

 Polls

 Support

- Click on purchase restrictions

Kid4 Test

Do NOT allow Kid4 Test to use CASH for À La Carte purchases on the following days:

Monday Tuesday Wednesday Thursday Friday

Do NOT allow Kid4 Test to DEBIT their account for À La Carte purchases on the following days:

Monday Tuesday Wednesday Thursday Friday

Maximum number of À La Carte purchases allowed per day:

Item(s) per day: _____

Maximum spending amount for À La Carte purchases:

Daily: \$ _____

Weekly: \$ _____

Monthly: \$ _____

[Save Restrictions](#)

- Indicate the days that you do not want your child to purchase ala carte with cash in their hand.
- Indicate the days that you do not want your child to purchase ala carte with their account.
- Indicate the maximum number of ala carte items your child can purchase each day.
- Indicate the maximum dollar amount that your child can purchase ala carte daily, weekly or monthly. This amount is in addition to the school meal.
- Save these restrictions.
- If none of these are marked then food service will allow your child to purchase ala carte.

Example:

- If you have clicked Tuesday and Thursday, this means your child cannot purchase ala carte items on these days.
- If you have indicated \$1.00 daily spending limit, your child will be able to purchase a school meal and \$1.00 of ala carte daily.

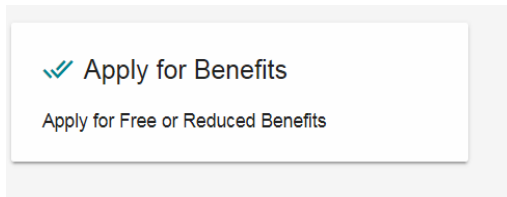
How to restrict your child from purchasing ala carte from the cafeteria

- Under purchase restrictions, click all boxes.
- Under maximum number of ala carte purchased per day list 0.
- Under daily, weekly and monthly spending list 0 in each.

If you do not want your child to charge any items from food service

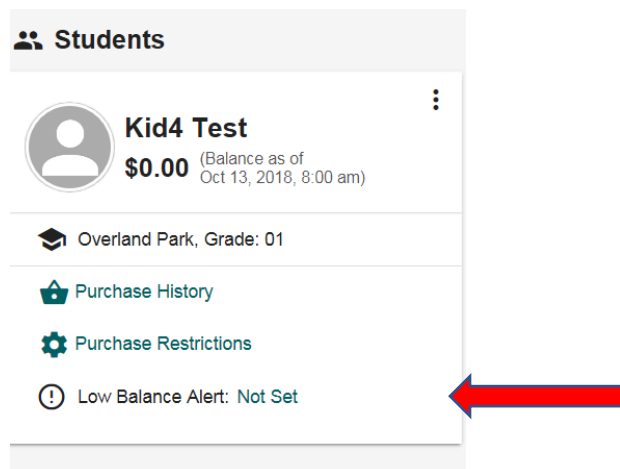
- You will need to contact the food service office and they will be able to mark your child's account so that will never be able to purchase anything in the cafeteria.

How to submit free and reduced meal application



- Click on icon and follow the prompts. Once the application is completed it will be sent electronically to the food service office. The application will be processed and you will receive an email response.

How to set up reminders for low account balances



- Parents or guardians of all students will receive low account notifications via email or phone call if their students account is at \$8.00 or less for full price and \$2.00 or less for reduced price through the district school messenger system.
- Parents can select a low balance alert in School Café if they want to be alerted at a different amount.