

Stephen D. Harrison
Assistant Superintendent
for Business



EAST ISLIP
UNION FREE
SCHOOL DISTRICT

1 Craig B. Gariepy Avenue, Islip Terrace, NY 11752
Phone: 631-224-2020 Fax: 631-581-8986
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July 9, 2020

Dear Parent or Guardian:

In anticipation of being able to return to school in September, the East Islip School District is committed to social distancing and exploring all opportunities to reduce the number of instances of students and staff coming in contact with cash and repetitively used surfaces.

With this in mind, a cashless policy is being instituted at the cafeterias throughout the District. To facilitate pre-paid meals, parents can conveniently and securely establish an account at www.myschoolbucks.com. The link to access www.myschoolbucks.com can also be found on the Parents drop down list on the District's website. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for a period of ninety days. Not only can you make a prepayment for future purchases, payment of past due balances can be made as well. Having money in each child's account prior to entering the cafeteria will eliminate the need for students and staff to handle cash. You will need your student's ID number to establish an account, which can be requested through this website, should you not already have it.

Please consider the following:

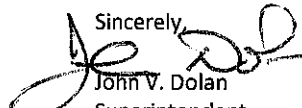
- It is recommended that accounts be set-up at this time, however you will be notified when online payments will be accepted.
- If you have more than one child in the District, you can make all online payments from the same online account.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. East Islip School District does not profit from the use of this site.
- As an added convenience, there is a Membership option at a cost of \$12.95 per student or \$26.95 per family, per year, which will cover the cost of making payments to any of the programs offered through www.myschoolbucks.com. If you choose this option, you will avoid the \$1.95 transaction fee each time a payment is made. This can be found on the homepage where it says Welcome and your name. Drop down the menu and click My User Profile. Scroll down to Membership and Update Membership to OnePay Membership for E-Checks. Follow the prompts to enter billing information. This option is only available for payments made by e-check. East Islip School District does not profit from the use of this site.
- Further directions can be found on the reverse side of this correspondence.
- Payment can also be made by mailing a check to: East Islip UFSD, Business Office, 1 Craig B. Gariepy Avenue, Islip Terrace, NY 11752-2800. Be sure to include your child's name and student ID number in the memo section of the check.

Establishing an account at www.myschoolbucks.com is the first step in a process that is intended to help ensure a safe return to the cafeterias in September. Further information in this regard will be provided in subsequent correspondences. Please contact Maria Brabender at 631-224-2029 or Kathleen Cavallo at 631-224-2006 x 6905 with any questions relating to creating an account. Your anticipated cooperation is greatly appreciated.

Sincerely,


Stephen D. Harrison
Assistant Superintendent for Business

Sincerely,


John V. Dolan
Superintendent

John V. Dolan
Superintendent of Schools

Establishing an account at www.myschoolbucks.com:

- You will need your child's student ID number, which can be requested during the account opening process. This is the same student ID number used for other school activities.
- Go to the district website at www.eischools.org, then click on Parent link, click on the link to MySchoolBucks, then click MySchoolBucks online payment service OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** (transaction or membership fees apply) and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click top where it says Welcome and your name.
- Click **My Students, Click Add Student**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click ADD ANOTHER STUDENT to repeat the process for additional children.

Making a Deposit:

- From the homepage drop down meal accounts and click **MAKE A PAYMENT**.
- Membership Option Window – choose your payment option and click continue.
- Enter the deposit amount for each student account, then click **continue**.
- Review the amount(s) you have entered and click **FUND NOW**. If you need to adjust an amount, click CONTINUE SHOPPING.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.