



MySchoolAccount.com Policies

MySchoolAccount.com

Heilicher uses the web-based payment service MySchoolAccount.com (MSA) for dining, HaBonim, School's Out programs, and certain after-school activities.

This computerized point-of-sale system provides a convenient and secure way for parents to pre-pay for their children's meals, after care, and School's Out programming, greatly reducing the possibility of billing errors. At any time, parents can view account balances and purchase records enhancing their ability to monitor children's expenditures.

FOR ALL PARENTS:

- **Each student may be assigned to one MSA account only.** If the student has two households, parents will be required to share one account.
- **Even if the family does not plan to use dining, HaBonim, or School's Out services, parents must create an MSA account.**
- Please see instructions on a separate sheet.

Before the start of school, families will load money into their MSA account and designate funds for each student within their main account.

For dining purchases (breakfast and lunch): Students who purchase food will give their "ID number" to the dining room cashier. New students will be given an ID number on the first day of school. Food purchases will be debited from the student's MSA account on the day of purchase. By the next morning, parents will be able to see a record of what was purchased and the amount debited. Heilicher will not accept cash in the dining room.

All-inclusive lunch program: Heilicher offers an all-inclusive lunch program for an annual fee billed in monthly installments to the family's Heilicher account on file (not through MSA). All students will still need an MSA account (and ID number) to present at lunch check-out. This allows Heilicher to streamline the lunch process and gives parents

access to a record of their student(s)' lunch purchases. All-inclusive purchases will show as \$0 lunch in the MSA report.

For HaBonim preorder registration and pre-payment: Families who use HaBonim will register and pre-pay (at least 3 weeks prior to the start of any month) on MSA to receive preorder registration pricing (up to \$4 per day discount). At the time of preorder, the student's account will be automatically debited for HaBonim charges. Parents may register and pre-pay one month, several months, or a full year at a time.

For HaBonim Drop-In: Families who use HaBonim on a drop-in basis should email Evelyn Sadlowski at esadlowski@hmjds.org by 2 p.m. on the day they need after care. Depending on the amount of time spent in HaBonim, the student's MSA account will be debited that evening for appropriate charges.

For School's Out Days preorder registration: Families will register and pre-pay for School's Out Days at least three weeks ahead of time through MSA. At the time of preorder registration, the entire amount will be debited automatically for School's Out Days charges.

For After-school Chess and Art registration: Families will register for after-school Chess Class/Club and Art classes through MSA.

Transaction Fees and Credit Card Fees

MSA charges a \$2.00 transaction fee each time funds are added to an account through ACH. Example 1: Adding \$150 to the account each month for 9 months = \$18 in transaction fees. Example 2: Adding \$500 to the account twice per year = \$4 in transaction fees.

There are three options for payment:

- Funds transfer from Checking Account Debit (ACH)
- Funds transfer from Savings Account Debit (ACH); and
- Credit Card/Debit Card. **Credit Card/Debit Card payments are subject to an additional 4.75% fee on the amount being added.**

Refunds

There are no refunds for absences or early pick ups from HaBonim or School's Out Days for which you preorder and pre-pay. Heilicher will offer a refund for cancellation requests emailed to HaBonim Coordinator Evelyn Sadlowski (esadlowski@hmjds.org) at least 4 weeks prior to the program date.

Transfer of Funds Between Students

Parents may transfer funds (with no fees) between any students associated with their family's account. The system will not automatically transfer funds from one student's account to another

if one student in a family has a low balance. No fund transfers allowed between two different families.

Notification of Low Funds

During account set up, parents may choose the threshold at which MSA will generate an automatic email alerting the parent to low funds. The default setting is \$10, but this can be changed at the parent's discretion. It is important to keep the check mark in this notification box to receive these important alerts.

Overdrafts

Heilicher will charge a \$2 overdraft fee for each purchase with insufficient funds. In the event of a purchase with insufficient funds, the system will also generate a notification to the email associated with the MSA account to request funds be added to cover the purchase. After two attempts with no response from the family, MSA will charge a \$20 overdraft fee.

Heilicher Late Pick-Up Policy

Students in grades K-6 who are not picked up by the end of dismissal will be brought directly to HaBonim. Heilicher staff will call parents to let them know their student(s) is/are at HaBonim. Parents arriving late must park and come to the HaBonim room to sign out their student(s). The family's MSA account will be debited a \$10 HaBonim drop-in fee per student for late pick up within one hour of dismissal.

End-of-Year Account Balances

Any money left in an MSA account at the end of the school year will remain in the account for the following year. Families choosing the all-inclusive lunch program may transfer remaining MSA funds to cover all-inclusive lunch expenses by request.

If MSA funds remain once a student graduates or withdraws from Heilicher, parents may choose one of these options:

1. Parents may redistribute the money to their other students remaining at the school.
2. Parents may donate the account balance to the school (as a tax-deductible gift).
3. Parents may ask for a check for the remaining balance (contact finance@hmjds.org).

\$18 Starter Gift

New families starting Heilicher in August 2019 will be provided with a one-time \$18 gift in their account. \$18 can cover such expenses as: 9 transaction fees (see transaction fee section above), or a few lunch purchases; or an afternoon at HaBonim.

Questions? Please direct questions to Karen Hoppe at khoppe@hmjds.org.