



## **My School Account.com (MSA) Instructions for Parents**

Heilicher has a web-based payment service MySchoolAccount.com (MSA) for dining, HaBonim, and School's Out program transactions.

Using MSA is an easy and convenient way to track your student's spending at school. Simply add money to your child's account and when your child (or you) needs to purchase food, HaBonim care, School's Out care, or certain after-school activities, the purchase amount will be automatically deducted from your MSA account balance.

**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 your family does not plan to use dining, HaBonim, or School's Out services, you must create an MSA account (but you are not required to add funds to it).**

Here are instructions for account set up, loading and transferring funds, and HaBonim preorders:

### **ACCOUNT SET UP in 3 quick steps:**

#### **STEP 1: Create Your MSA Account**

1. On a computer, go to **myschoolaccount.com**.
2. Click on **Create Account** at top right, enter your information, and click **Next**.
3. **Create a User ID and Password** for your account and click **Next**. **(Please be sure to remember your User ID and Password for future use. You will find that you will use myschoolaccount.com for various purposes throughout the school year and in the future.)**
4. **Choose Heilicher Jewish Day School** as your district, review and accept the User Agreement, and click **Next**.
5. Confirm all information, edit as needed, and click **Finish**.
6. **Login** with your username and password.
7. An email will be sent to your email address with a verification code to verify your account. Check your email account for the verification number, input the number, and click **Verify**.

#### **STEP 2: Add Your Students**

1. Login to your account and click on **Manage Students**.
2. Click **Add Student** (parents who are staff at the school and other staff: add yourself here as a "student") and then begin adding your child/ren to your account. **Student IDs are**

**lastnameinitial (binusy).** If you have students with the same first initial or there are others in the school with the same last name and first initial, add a second/third letter to their first name for the ID. (binusy0)

**\*\*\*\*Be sure to keep the box checked to inform you when you reach a minimum balance.** You may change the minimum amount at which you will be informed, but please do not go below \$10.00. All purchases made that cause an account to dip below \$0.00 will be charged an additional fee of \$2.00 per purchase. A \$20 overdraft fee may also apply. See Overdraft section in Policies and Procedures document for policy details.

3. **Add Students** until all students in your family are in the system.

### **STEP 3: Add Funds**

1. Click **Dashboard** in the upper left to see your students and funds.
2. Heilicher provides new students \$18 to start their MSA account. You will find this money in your youngest child's balance upon logging in. (Families who do not plan to purchase food, HaBonim, or School's Out care may stop here.)
3. To add additional funds, click on the **Deposit Funds** button at the top of the page.
4. 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 (no \$2.00 transaction fees for credit cards.**
5. NOTE! For ACH transactions, **MSA charges a \$2.00 transaction fee each time funds are added to an account.** 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.
6. Depending on your payment method, **follow the onscreen instructions to deposit.**
7. You may add separate amounts to each child's account at the same time (counts as only one transaction), or you may add funds to one child's account (counts as one transaction) and later transfer funds to other family members on the account for no additional transaction fees.
8. To transfer funds, see the right hand side of the screen and the box marked **Transfer Funds.** Transfers among students in your account may be made at any time for free.

### **Preorder HaBonim and Save!**

To receive a discount on HaBonim, you will need to preorder and pay in advance — at least three weeks before the start of the month. (August and September deadline is August 15, 2018.)

### **How to Preorder HaBonim**

1. Login to myschoolaccount.com.
2. Click on **Preorder** (the button with the red apple).
3. Using the mini-calendar on the left of the screen, **choose a date range** for your HaBonim preorder. You may choose to preorder any combination of days, weeks, or months from Aug 27,

2018 through June 6, 2019. (Ignore any reference to Meals/Food, as the MSA system is working on updating the language on the site.)

4. In upper right corner, select ONE of your students from the drop down list. (If you are registering for multiple students, you will have the chance to duplicate your order for the other students later.)
5. Select your desired HaBonim sessions by clicking **ADD TO CART** for each date.
6. School's Out programs will also appear on the calendar, and you may register for those as well, if you wish. (Or you may return later to sign up for School's Out programs up to 3 weeks prior to the program date to receive discounted School's Out rates.)
7. If you are registering multiple students for the same HaBonim dates, use the **DUPLICATE ORDER** button at the bottom of the screen and choose the other student(s) you wish to register.
8. Review your order, check your account balance (add additional funds if needed), confirm your order and click **FINISH** (only press Finish ONCE!).

### **View Order History**

MSA tracks all purchases made on your account by user. If you would like to see what your child had for lunch yesterday, simply click on **Manage Students** and then **View History** for the student's account. Here you will see a detailed list of purchases including the date, time, item purchased quantity, price of item, and total. You may view this online or print for your records.

Heilicher is not responsible for purchases your child makes. Please discuss with your child acceptable purchases for your family and watch your child's account regularly. No refunds will be given for purchases unless there is a problem at point of sale.

### **End of Year Balance**

Any money left in your MSA account at the end of the school year will remain in the account for the following year. (See MSA Policy document for options upon leaving the school.)

### **Mobile MSA**

Once you have created your account, you may download the free MySchoolAccount app! MSA's mobile app makes it easy for you to manage your child/ren's accounts on the go from any type of cell phone or mobile device.

### **Questions?**

Please direct questions to Karen Hoppe at [finance@hmjds.org](mailto:finance@hmjds.org).

# MSA at Heilicher

## REFERENCE GUIDE

Each family will make its own determination about what amount to load on MSA and how often. Here are some examples to give you an idea of what typical daily, monthly, and yearly expenses might be for HaBonim and Dining.

### HABONIM

#### HaBonim Pricing for 2018-2019

HaBonim Preorder Pricing	HaBonim Drop-in Pricing
Alef (3:30-4:45 p.m.).....\$8/day	Alef (3:30-4:45 p.m.).....\$10/day
Bet (4:45-6* p.m.).....\$8/day	Bet (4:45-6* p.m.).....\$10/day
Alefbet (3:30-6* p.m.).....\$16/day	Alefbet (3:30-6* p.m.).....\$20/day
*until 5:30 p.m. on Fridays	*until 5:30 p.m. on Fridays

#### HaBonim - 2018-2019 Sample Monthly and Yearly Expenses

	MONTHLY Example pricing for a month with 18 school days			YEARLY Example for entire school year with 173 days		
	1 day/week	3 days/week	5 days/week	1 day/week	3 days/week	5 days/week
<b>Preorder ALEF</b>	\$32/month	\$96/month	\$144/month	\$280/year	\$840/year	\$1,384/year
<b>Preorder BET</b>	\$32/month	\$96/month	\$144/month	\$280/year	\$840/year	\$1,384/year
<b>Preorder ALEFBET</b>	\$64/month	\$192/month	\$288/month	\$560/year	\$1,680/year	\$2,768/year

<b>HaBonim Sample Monthly and Yearly Expenses (continued)</b>						
	<b>MONTHLY Example pricing for a month with 18 school days</b>			<b>YEARLY Example for entire school year with 173 days</b>		
	1 day/week	3 days/week	5 days/week	1 day/week	3 days/week	5 days/week
Drop-In ALEF	\$40/month	\$120/month	\$180/month	\$350/year	\$1,050/year	\$1,730/year
Drop-In BET	\$40/month	\$120/month	\$180/month	\$350/year	\$1,050/year	\$1,730/year
Drop-In ALEFBET	\$80/month	\$240/month	\$360/month	\$700/year	\$2,100/year	\$3,460/year

### **HaBonim Days Per Month & Preorder Deadlines**

<b>MONTH</b>	<b>2017-2018 HABONIM DAYS OFFERED IN MONTH</b>		<b>MONTH OF HABONIM</b>	<b>PREORDER BY</b>
<b>August</b>	<b>5 days</b>		<b>August</b>	<b>August 15, 2018</b>
<b>September</b>	<b>13 days</b>		<b>September</b>	<b>August 15, 2018</b>
<b>October</b>	<b>19 days</b>		<b>October</b>	<b>September 10, 2018</b>
<b>November</b>	<b>19 days</b>		<b>November</b>	<b>October 10, 2018</b>
<b>December</b>	<b>15 days</b>		<b>December</b>	<b>November 10, 2018</b>
<b>January</b>	<b>21 days</b>		<b>January</b>	<b>December 10, 2018</b>
<b>February</b>	<b>14 days</b>		<b>February</b>	<b>January 10, 2019</b>
<b>March</b>	<b>19 days</b>		<b>March</b>	<b>February 10, 2019</b>
<b>April</b>	<b>15 days</b>		<b>April</b>	<b>March 10, 2019</b>
<b>May</b>	<b>22 days</b>		<b>May</b>	<b>April 10, 2019</b>
<b>June</b>	<b>3 days</b>		<b>June</b>	<b>May 10, 2019</b>

## DINING (Pricing for 2018-2019)

Lunch	Breakfast*
<p><b>Grades K-8 Lunch.....\$5.50</b> All-you-can-eat* Hot Entrees, Vegetables, Salad Bar, Alternative Buffet, Milk</p> <p>*With good guidance from staff monitors</p> <p><b>All-Inclusive Daily Lunch Option</b> Grades K-5 \$700/year (~\$4.30/lunch) Grades 6-8 \$800/year(~\$4.90/lunch)</p> <p>All-inclusive charges will be billed in 11 monthly installments (August - June) on your Heilicher account on file.</p> <p>Note: Students will still need an MSA account and ID number as all lunch purchases will still be recorded through the MSA system. All-inclusive lunches will appear as \$0 purchases on the student's MSA meal report. Families can transfer MSA balances to cover all-inclusive lunch expenses by request.</p>	<p><b>Breakfast Foods.....\$2.00</b> (e.g. Bagel with topping; Cereal with milk)</p> <p><b>Hummus &amp; Pretzel Pack.....\$2.25</b></p> <p><b>Fruit/Yogurt.....\$1.00</b> (e.g. Hand Fruit, Fruit Cup, Yogurt)</p> <p><b>Bread/Pastry.....\$0.50</b></p> <p><b>Beverages.....\$0.75</b> (e.g. Water bottle, Coffee)</p> <p>*Sample menu only</p>

### Dining Room - 2018-2019 Sample Monthly and Yearly Expenses

DINING ROOM	MONTHLY Example pricing for a month with 18 school days		YEARLY Example for entire school year with 173 days	
	3 days/week	5 days/week	3 days/week	5 days/week
<b>Grades K-8 Lunch \$5.50/day</b>	<b>\$66/month</b>	<b>\$99/month</b>	<b>\$577.50/year</b>	<b>\$951.50/year</b>
<b>Grades K-5 All-Inclusive Lunch</b>				<b>\$700/year</b>
<b>Grades 6-8 All-Inclusive Lunch</b>				<b>\$800/year</b>

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