Country House Kitchen Company is excited to announce the launch of a new online pre order service that will allow you to pre order lunches for your student for the entire month, track your child’s lunches for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Each child’s account will be updated nightly so that account balance information and payments will be current as of the following day.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

1. Go to **www.myschoolaccount.com**.

2. Click “Create Account” on the top menu bar.

3. Fill in the required information on the “Parent Account Sign-Up page.”

4. Choose Country House Kitchen Company from the “School District” drop down menu.

5. Create a User ID and Password

6. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.”

After you receive the “verification code” you may begin to add your children’s information. To do this, you will need to:

1. Go to **www.myschoolaccount.com** and login using your previously created user ID and password.

2. Enter the “verification code” to verify your account and email address.

3. Begin adding your children’s information according to the guidelines provided. You will need each of your children’s student ID\*\* numbers as well as to add each student. Your Child's Id is:

4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, $10.00 payment to each student, total charge would be $32.00.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We will also be accepting cash or check. Cash or Check (Made out to Country House) can be sent to the main office. Please note that it will take about 24- 48 hours to show on your students account.

We urge you to take full advantage of this system by pre ordering hot lunches for the entire month. You are free to choose the amount of each order and each deposit. If you have any questions about this, please contact Colleen Malone from Country House at hotlunch@ijpschool.org

Sincerely,

Colleen Malone

Country House Kitchen Company