

# **EZ School Lunch Account Setup**

Visit <https://www.ezschoolapps.com/ParentLogin.aspx>

You can also find this link in this week's Friday Update, on our website under "For Parents" > School Lunch & Breakfast > [How to setup an EZ School Lunch account](#) (this version includes step-by-step screenshots of the setup process), or by scanning this QR code:



1. Click "Sign-up today!" next to "Don't have an account?"
2. A dialog box will appear asking for your school's zip code. Input 97502 and then select Madrone Trail Public Charter School from the dropdown menu.
3. Fill out the requested information (note: if you are a Madrone Trail staff member, change the "Person Type" to "Employee").
4. Now login to your account. You should be on the "Meal Payment" page. At the top right, click "Request change to student list" to add your child. You will be prompted to search for your student by typing their last name. They are not yet in the system,

however, so the app will prompt you to “Create New Student”. Input your child’s information and be sure to select the correct homeroom and grade.

5. Once you have added all of your students, you can select “Add Money”. The system will display a dialog box that says “Go to Credit Card Page”. Click the button and on the next page click “Add Credit Card”. Once you have saved your card info, click on the “Meal Payment” tab and then “Add Money”.

6. Now that you have added money, you can preorder meals for your student(s). To do so, click the “Purchase Preorder” tab at the top of the screen. You will see a calendar with meal options. Select the meal you would like for any given day. Be sure to click “Save/Pay” once you are done making your selections. Just be sure to order in time each week (by Fridays 9 am for the subsequent week). We will send out weekly reminders to order, but you may also order ahead for an entire month or even the rest of the school year if you would like.

**A few important things to note:**

- If you qualify for free meals, we will adjust this setting in your account from our end. You will then be able to order meals without having to load funds, however, you will still need to complete the same process described above as if you were paying. Snacks or a la carte items do not qualify for the free meal program, so you will still need to add funds to your account if you would like your student to have access to snacks or a la carte items (like extra milk or salad bar).
- If your student visits the kitchen for a meal, and you do not have any credit on your account, as a courtesy we will not turn away your child. Your account will be billed and will show a negative balance. We will let you know and request that you bring your account into the positive. The limit is \$-10. Your student will not be able to receive meals or snacks if your balance is overdrawn by more than \$10.
- The cost of each meal will not be deducted from your balance until the meal is served. So, for example, if you preorder \$50 worth of meals, your balance will not reflect this until each meal is served to your child. This is convenient in the case of an absence, for example. If you preorder a meal, but then your child stays home that day, funds will not be deducted from your account for that meal.
- Any balance on your account at the end of the year will roll over to the next school year, or you can request a reimbursement check from the school after the last day of school.