



DINING SERVICES

Important COVID-19 Update

Due to the COVID-19 pandemic, NYA is modifying campus dining procedures to enhance safety and limit lines and congestion. It is important to note that **during the 2020-2021 school year, all purchases must be paid by using the MySchool prepaid dining account. Cash purchases will not be permitted.** Below you will find instructions for setting up your MySchool dining account.

In order to reduce congestion, Middle and Upper School students will need to pre-order lunch online so it is ready to pick up and go. To facilitate pre-ordering, variety will be limited. As in the past, students may continue to bring their lunch or snack to school if they prefer.

Dining Services is located in Safford Hall, part of the Curtis Building, and is open from 7:00 a.m. to 3:00 p.m. Dining Services offers a wide variety of food and beverage items including:

- Breakfast Items (cereals, muffins, oatmeal, etc.)
- Bagels
- Made to Order Sandwiches with eight different kinds of breads and wraps
- Salad Bar with 26 items
- Soup
- Hot Meals
- Dessert Items
- Daily Breakfast, Lunch, and Dessert Specials
- Beverages
- Free coffee, tea, and hot cocoa

Students may purchase food and beverage items using cash or they can charge purchases to their own Dining account (see below). Students may also bring their own lunch, snacks, and beverages to eat in the cafeteria. A refrigerator, toasters, and microwave ovens are available for storing and heating food items. A water fountain and cups are also available.

Special orders can be made to accommodate special dietary needs. There is also a “Grab & Go” option for students in a hurry. The “Grab & Go” option allows students to order food ahead of time and it will be ready for pick-up when needed. The “Grab & Go” option also allows students to take a lunch or snack with them when traveling off campus for athletics or other activities.

Setting Up a Student Dining Account on MySchool

NYA utilizes a third-party online service that allows students to purchase food and beverage items without cash. The online service allows you to monitor your child’s dining account balance, make deposits directly into his/her dining account, and receive email reminders when an account balance gets low. Payments may be made online via ACH or credit card, or you may mail or drop off payments by check to the NYA Business Office. Regardless of the payment method, each child’s account is updated nightly to reflect dining purchases. **Payments on accounts are updated within two business days due to the processing period by our third-party vendor.** There is a \$3 processing fee for payments made online; however, there is not a fee for payments received by check or cash at the Business Office.

Parents may use this online service to monitor their child's monetary account balance; however, information regarding the type of food purchased is not tracked. Please note that NYA does not send dining account statements to families.

In order for your child to utilize their dining account, you will need to create a "parent" account. This requires you to:

1. Go to www.myschoolaccount.com and click "Create Account" on the top menu bar
3. Complete the required information on the "Parent Account Sign-Up" page
4. Choose North Yarmouth Academy from the "School District" dropdown menu and create a **User ID and Password**
6. Click the "Accept" box, and then click "Signup." You will receive an email containing a verification code

After you receive the verification code, you may begin to add your child's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and log in using your user ID and password
2. **Enter the verification code** to verify your account and email address
3. Begin adding your child's information according to the guidelines provided. You will need each of your children's dining student ID numbers to add each student. Your child's ID can be obtained by contacting the Business Office at 207-847- 5425. If you already have an ID number from a prior school year, it will remain the same.
4. After the students are added, you will be able to view the lunch account balance and make payments
5. If you have two or more students assigned to your account, you may make a payment to each account, and you will only be charged one \$3 transaction fee. Example: You make a \$50 payment for each of three student's accounts = a total charge of \$153.00.
6. **We strongly encourage you to activate the Low Balance Notification feature, which will remind you to replenish your child's dining account when it gets low. Once a dining account reaches \$0, it will be suspended, and no further charges will be permitted until a payment is made bringing the balance positive. NYA does not actively manage balances on these accounts or send account statements, which makes it important for parents to closely track the account balances throughout the school year.**

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

Any funds not spent by the end of the school year will be available the following school year or refunded to you. For dietary or nutrition questions, please contact our Dining Services Manager, David Daigle, at ddaigle@nya.org or 207-847-5459. For any question setting up a dining account, you may call or email Lisa McGlinn in the Business Office (lmcglinn@nya.org or 207-847- 5425).