

JCS will offer lunch each school day at no charge to ALL K-12 students from Monday, February 28 through the end of the 2021-2022 school year.

Important notes:

- We will assume your students are planning to eat the free lunch. You do NOT need to preorder.
- Free lunches are for the first full meal only and include the choice of white milk, chocolate milk, strawberry milk, or water. Additional entrees are available for purchase, BUT MUST BE PREORDERED through the current system (instructions below) so that we order enough and limit waste.
- If your student will rarely or never eat the free lunch due to allergies or food preferences, please contact us so that we can discuss this and reduce waste.
- Unfortunately, this does not apply to preschool students. Preschool students and adults must continue to utilize the current preorder system (instructions below) as before.
- An application for Free/Reduced meals will be posted on our website and will also be available at the office for the remainder of this year to comply with regulations; however, you do NOT need to complete an application to receive the free lunches for this school year.
- Please review the menu to make certain your child will eat what is being served that day. If they will not eat the meal, we ask that you pack them a lunch. We are not able to offer alternatives at this time.

**JCS Lunch Account / Preorder Instructions**

JCS utilizes MySchoolAccount for lunch ordering management. Student and staff account deposits can be made through electronic payments (for a 4.75% fee). Payments may also be sent to JCS to be applied to your account (no fee). Accounts are updated nightly so that account balance information and payments will be current as of the following day. Any money that is not spent by the end of the school year will be available as a credit for the next school year, refunded to you, or donated.

In order to use this service, you will need to create a parent account:

1. Go to [www.myschoolaccount.com](http://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 Johnstown Christian School 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."
7. Enter the "verification code" to verify your account and email address.
8. Begin adding your children(s) information according to the guidelines provided. You will need each of your children(s) student ID numbers. (Please contact the JCS Office for this number)
9. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

Steps to order lunches:

1. Login to [www.myschoolaccount.com](http://www.myschoolaccount.com)
2. Click on "Preorder". The steps to preorder are then shown on the screen as follows:

## The 6 Easy Steps for Completing the Preorder Process

1. Using the mini calendar to the left, click on the start and end dates for the date range you'd like to order for. If you need to change a date, click the date on mini calendar a second time to deselect it.
2. At this point, if a preorder calendar has been posted, the menu will be displayed for the student listed in the "SELECT STUDENT" drop down menu (located directly above this message). If you need to view / order menu items for another student, use this menu to choose the desired student.
3. Select the menu items to be purchased by clicking the round, green "+" button to the right of each item being offered. If applicable, repeat step 2 to order for multiple students.
4. After finishing all preorder selections for your student(s), click the "Proceed to Checkout" button.
5. Review the entire order, removing any erroneously added items. After verifying the checkout cart lists the correct items for purchase, click the "PROCEED" button.

*Once at the checkout screen, you will be able to view a summary of the items purchased and its associated total cost. The students' projected balance (or final balance) is derived from subtracting the total amount of the preorder purchase, student by student, from that students' current balance.*

6. If a payment is not necessary to complete the purchase (JCS does not require this so that you can send payment to the school with no fee), click the "ORDER NOW" button on the confirmation window that will appear after the checkout cart page. Otherwise, the payment process will automatically begin prior to receiving this final confirmation window.