



**BRIELLE ELEMENTARY SCHOOL**  
**605 UNION LANE**  
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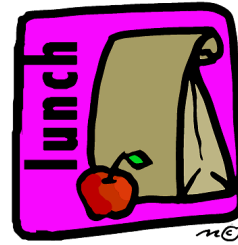
**CHRISTINE E. CARLSON**  
 Superintendent/  
 Principal

**COLIN SABIA**  
 Vice Principal/  
 Director of Special Services

**EILEEN GORGA**  
 School Business Administrator/  
 Board Secretary



Lunch Service Account Set-up



September 2018

Dear Parents,

Welcome to Brielle Elementary School 2018-2019 School Year! An important part of your child's day is lunch time. At Brielle Elementary School we provide many great food options for purchase through our food service management company, Café Terias. We recently added snacks and cookies to the offerings.

Students receive a lunch card with their picture on it and use the card as they go through the lunch line. In order to purchase lunch items, parents need to put money on the account – it is like an EZ-Pass- money must be loaded on it in order to use it.


The web-based system used by Brielle School is Myschoolaccount.com. This system allows you to set up accounts for each of your children and monitor what they purchase. Myschoolaccount.com allows you to set email alerts when your account balances are low and need to be replenished. Parents can also re-load lunch cards using the web site and a credit card or send in a check to the school made out the Brielle Board of Education.

Please talk with your child about when they can order lunch; sometimes students abandon their home lunches in favor of the daily offering.



Best wishes for a wonderful school year!

Eileen Gorga  
 Business Administrator/ Board Secretary

*Directions for account set-up* 

## *Directions*

**My School Account** - web site for putting money on your child's lunch account and for accessing your Brielle lunch balance.

### *MySchoolAccount.com*

My School Account is the site to use to set up an account to check balances and/or pay for lunch account on-line.

Directions for setting up an account on Myschoolaccount.com  
Type [www.myschoolaccount.com](http://www.myschoolaccount.com)

Click on Create Account--have your ID ready.  
[Student IDs can be found on Parent Portal, report cards.]

Click on Manage Students, add new students, located on right side of screen.

Click on Manage My Account on upper right side of page to set up an email notice for low balance notifications and to send payment notifications.

You will be able to see your balances on the [myschoolaccount.com](http://myschoolaccount.com) site. You can add all of your students by clicking on the *Manage Students* tab and then *add student*. Student IDs can be obtained from the main office.

You do not have to use the on-line payment option, checks & cash can be brought in and can be dropped off in the school's main office- cafeteria mailbox or given to Lisa in the cafeteria.

All active accounts should have a positive **\$\$** cash balance.

