

Steps for Debit Card Log-In (Page 1)

(Where you can monitor purchases and account balances)

Setting Purchase Limits (Page 2)

- 1) Open your internet browser (Internet Explorer, Firefox, Netscape, etc)
- 2) Go to the Sandwich School District website, www.sandwich430.org.
- 3) Under the heading, Lunch Program Links, click on “Debit Card Log-In”.
- 4) This should prompt you for your User ID (your email address used when creating an account) and a Password (which originally is the same as your user ID, your email address). If you changed your password since the original was sent, that is your responsibility to write down in a safe place.
 - a. If you either do not have your emailed password or have forgotten your password, please send an email to slunch@kidsroe.org.
- 5) IF by chance this is your first visit to this web site, PLEASE click on SIGNUP. This will prompt you for the following information, your EMAIL address, Name (yours or your child’s) and your child’s school ID#. If you do not have your child’s ID number, please call the school your child attends. One of the secretaries should be able to provide that information once you have given them sufficient information to prove who you are for security purposes.
- 6) Once you have logged into this website, on the LEFT side of the page will be “General Maintenance”. Click on it.
- 7) Now you will have 2 choices: CHANGE PASSWORD or INTERNET PARTICIPANTS.
 - a. Clicking on Change Password will give you the option to change your password. Change it to something you can remember and write it down somewhere. Enter the new password and click on “Submit”.
 - b. Clicking on Internet Participant will bring up a list of your children, one or more depending on how many you have in the lunch program.
 - c. If you have more than one child and only one is showing, you can add the others who are in the system by clicking on the “Add Participant” button and entering your next child’s ID number and clicking ADD.
- 8) Click on “Select” next to the child which you wish to investigate.
 - a. Now you have the option to Update their individual information regarding Daily purchasing limits and whether they can purchase A la Carte items. (Your choice as a parent as to what they can and cannot purchase and how much the child can spend per day).
 - b. You can also view the transactions your child has made by entering the starting and ending dates and clicking on Submit below the End Date.
 - c. ****NOTE** The Internet Deposit function does NOT work from this location!!**
 - d. But you can see the child’s current balance on their account.
- 9) If you want to view another child’s account, click on the BACK button in the TOP LEFT of the window. This will take you back to the list of your children if there are more than one.
- 10) When you are done viewing, just simply close the browser by clicking on the RED “X” in the upper RIGHT corner of this window.

Setting Purchasing Limits for your child

There is an option for parents to set per day spending limits for their children to keep the lunch spending to reasonable amounts. What this allows is a regular lunch plus the purchase of A La Carte items (Grades 4-12 only). For example: If I wanted my child to spend no more than \$5.00 per day, I would need to subtract the purchase of a regular lunch, \$2.15 (K-5) or \$2.25 (6-12), from my limit amount of \$5.00 for an A La Carte limit of \$2.85 or \$2.75. If I did not want my child to be able to purchase ANY A la Carte items, Set the limit type to ALL TENDERS, the LIMIT AMOUNT to ZERO and the LIMIT INTERVAL to DAILY.

To setup this feature, please go through the following procedure:

- 1) Please login to your debit card account and select the child you wish to place the spending limit.
- 2) Look for the option of "A La Carte Limit Type"
- 3) In the box to the RIGHT, select "ALL TENDERS".
- 4) In the next box to the RIGHT, enter your Limit Amount.
- 5) In the next box to the RIGHT, select the Limit Interval .. whether you want the child to spend a certain amount per day or per week or per month. The default is "Daily".
- 6) When completed, click on the SUBMIT button.
- 7) The limit is now set and should not be over-ridden by the cashier.
- 8) If you see the limits are not being followed, please contact the Arbor Lunch manager at the Middle School who will investigate the issue.