

## DEPOSITS

You may make deposits to your Family Account in one of the following ways:

### 1. On Line Payments

#### Online Lunch Payment Information

- Go to the Muskego-Norway School District website  
[www.muskegonorway.org](http://www.muskegonorway.org)
- Click on Parents & Students>Infinite Campus (Sign In)>Payments
- Make Foodservice or Student Fee Payments
- Convenience Fee of \$3.50 per transaction

### 2. Checks should be made payable to Muskego-Norway School District (MNSD). Mail your check or money order to:

Muskego-Norway Food Service  
W183 S8750 Racine Avenue  
Muskego, WI 53150

### 3. Send your payment with your student to their school.

All payments must be sent in a sealed envelope. Clearly print on the envelope:

- **Student's name**
- **Student ID number**

It is recommended that you send checks only.

#### Submit payments to:

- **Elementary Students** should put payments in the black box located outside each School Office.
- **Middle School Students** should put payments made with a check in the black box outside the school kitchen. Cash payments, in an envelope marked with student's name and ID#, need to be handed directly to a kitchen employee.

- **High School Students** should turn payments in during lunch service at the cashier stations. Students also may drop off payments in the MHS Food Service Office.

## CHECKING YOUR BALANCE & HISTORY

You may check your balance & history at the Infinite Campus Parent Portal.

#### Online Lunch Account Information

- Go to the Muskego-Norway School District website  
[www.muskegonorway.org](http://www.muskegonorway.org)
- Click on Parents & Students
- Click on Food Service. You will then be able to view Journal Transactions of purchases and deposits for each student.
- If you are a new user, follow instructions for activation key. Enter your user name and password.

## NOTIFICATION OF LOW BALANCE

#### Email notification

When your Family Balance is in the negative or if the balance has dropped below \$10.00, you will receive an email notification.

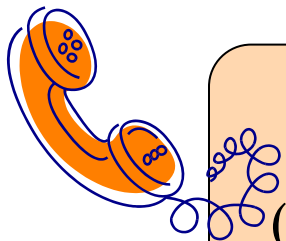
To receive the email notification, the school district must have your email address on file. Please notify us if you leave or move from the Muskego-Norway School District and a refund will be sent. All balances carry over each year.





## QUESTIONS...

If you have questions regarding the  
Infinite Campus lunch accounting system, please  
give Toby a call:



**Muskego-Norway  
Food Service Office**  
(262) 971-1790, Ext. 4622

**Thank you for your  
cooperation.**

**We are here to serve you!**

*Taher Food Service Management Team*  
*Muskego-Norway Schools*  
*Chrissy Koerner, FSD*  
(262) 971-1790, Ext 4522



# FOOD SERVICE GUIDELINES

**Muskego-Norway Schools**

**For the 2019-2020  
School Year...**

**OVERVIEW:** Muskego Norway Food Service uses the Infinite Campus Food Service Module for lunch accounting. Parents are able to view lunch account balances and account detail through the Parent Portal. Each family is set up as a household. This means money deposited to the account will be available for all members of the household. Families will receive an email notification when the balance reaches \$10.00 or less. All purchases and deposits will be available for viewing in Infinite Campus. The system used is a debit system, not a credit system.

At the elementary and middle school levels as part of the NSLP we offer full meals with up to 5 components (protein, grain, fruit, vegetable and milk. Your child must take a minimum of 3 components (but may take all 5) with one of those being a half cup of fruit or vegetables to be a full meal. Meals without a fruit or vegetable component will be charged ala carte.

**Muskego-Norway School District Negative Lunch Account Process:**  
Email notifications are sent out daily to families with a balance of \$10.00 or less.

**At the elementary and middle school-level:** If the account should reach -\$20.00 or more, a notification phone call will be made. If the balance drops to -\$50.00, the family will receive a letter with a lunch cut-off date. If the family is unable to provide a lunch, the district will offer a cheese sandwich, milk and fruit for the price of \$1.25.

**At Muskego High School:** Students at the High School must have a student ID card to make account purchases. If the lunch account is negative the students will not be allowed to charge their purchase on the account, they can make a purchase with cash.

**The High School is not a part of the National School Lunch Program.**  
Purchases made at the HS are Ala Carte purchases.

**Warrior Way Café** will be open from 7:00 am -3:00pm. We are proudly serving Stone Creek Coffee along with homemade bakery and specialty salads and sandwiches.