

Dear Parents and Guardians,

Mount Madonna School is delighted to offer Chef Reggie's popular lunch service to our Kindergarten to grade 12 students **starting Tuesday, September 2**. We have implemented software called **EZ Schools** to provide ordering, meal, and payment services for parents.

## Important Information

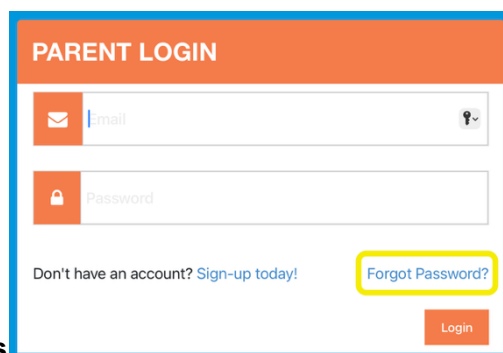
- Launch Date: September 2 (Pre-ordering available now)
- Ordering: Elementary must pre-order and 6-12 are encouraged to pre-order
- Cost per Meal: \$6.00
- Daily Pre-order Deadline: 9:00 am on the day of lunch service
- Cancellation Policy: Pre-orders must be canceled by 9:00 am on the day of service to avoid charges
- Sustainability: Meals will be served in reusable bento boxes, supporting our Green School Commitment

## Program Contacts

For assistance, please contact:

- EZ Schools Platform & General Questions:
  - Masina Hunnicutt
  - Email: [masina.hunnicutt@mountmadonnaschool.org](mailto:masina.hunnicutt@mountmadonnaschool.org)
- Program Administration:
  - Nicole Tervalon
  - Email: [nicole.tervalon@mountmadonnaschool.org](mailto:nicole.tervalon@mountmadonnaschool.org)
- Menu & Ordering Questions:
  - Chef Reggie
  - Email: [reginald.sunga@mountmadonnaschool.org](mailto:reginald.sunga@mountmadonnaschool.org)

## Getting Started with EZ Schools:



**PARENT LOGIN**

Email

Password

Don't have an account? [Sign-up today!](#) [Forgot Password?](#)

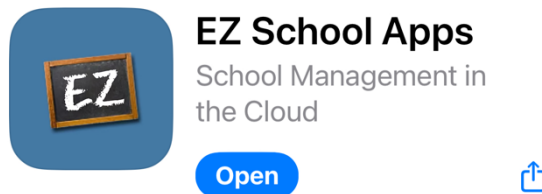
Login

### Access EZ Schools

- Your account has been set up in EZ Schools using the email address you provided for Mount Madonna School communications. Follow the instructions below to create a custom password upon first login. Contact Masina Hunnicutt

([masina.hunnicutt@mountmadonnaschool.org](mailto:masina.hunnicutt@mountmadonnaschool.org)) or Nicole Tervalon ([nicole.tervalon@mountmadonnaschool.org](mailto:nicole.tervalon@mountmadonnaschool.org)) for support.

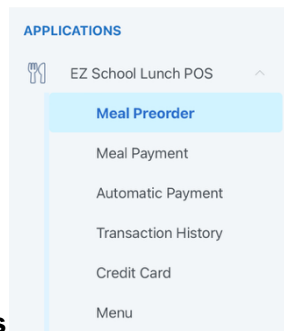
- Visit the EZ Schools login page: <https://www.ezschoolapps.com/login/parent>
- Click "Forgot Password," enter the email address you use for Mount Madonna School, and click "Send Password." You'll receive an email with a link to reset your password
- Log in to your EZ Schools account



### Download the App

EZ Schools provides an app for your phone. The app provides all the functionality of the website and is easy and convenient. Feel free to use both the app and website.

- On your phone, search for EZ School Apps.
- Install the app.
- Login to the EZ Schools App with your email and password

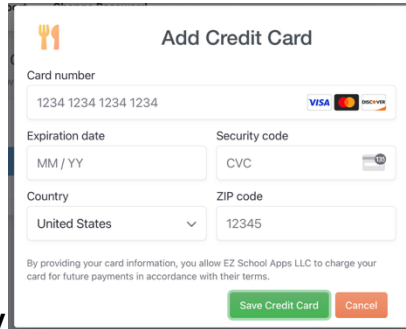


### View the Menu and Pre-order Meals

Pre-ordering meals is required for the lower school. You can pre-order your child's meals until 9:15 the day that the child will receive the meal and ahead for a whole month. If you forget to pre-order before the deadline, email Reggie with the desired pre-order details, and he will do his best to accommodate you ([reginald.sunga@mountmadonnaschool.org](mailto:reginald.sunga@mountmadonnaschool.org)).

- Click "Meal Preorder" to view the menu and select your student's name in the upper right-hand corner.
- You can change the month by clicking on the month before or after
- Select a lunch for each day, and your choices will be saved automatically
- Download a printable menu of the pre-ordered meals by clicking "Print Orders as PDF"

## Add Money



The screenshot shows a form titled "Add Credit Card" with a fork and knife icon. The form includes the following fields: "Card number" (1234 1234 1234 1234), "Expiration date" (MM / YY), "Security code" (CVC), "Country" (United States), and "ZIP code" (12345). There are "Save Credit Card" and "Cancel" buttons at the bottom. A disclaimer at the bottom of the form reads: "By providing your card information, you allow EZ School Apps LLC to charge your card for future payments in accordance with their terms."

You can add money to your child’s lunch account using EZ Schools (a small convenience fee applies) or send cash or check to the school. To use EZ Schools for payment, you can add a one-time payment or set up automatic payments when the balance drops below a specified amount.

- To set up a Credit Card for payment, click “Add Credit Card,” enter card details, and Save.
- To add money to your student's account, click "Add Amount" or "Choose Specific Amount."
- To set up Automatic Payments, click “Automatic Payment”, toggle automatic payments “On,” and select the amount to add when your child’s balance drops below the specified amount.