

## How to Add Money to Student Meal Account

You can put money on student (breakfast/lunch) meal accounts using a credit card through your **Parent Portal**, by logging into a PayPal account.

*If you do not have an existing PayPal account you will need to set one up.*

- 1) Log into your Parent Portal
- 2) click 'Meal Service Balance' (on right side)
- 3) click 'PAY' button & add 'Deposit Amount'
- 4) at bottom, click 'Proceed to Verification'
- 5) Verify screen, click 'Proceed to PayPal'

To get to the Parent Portal login into our building website at: [www.stcharlessd.org/scw](http://www.stcharlessd.org/scw) and click on the **Parent Portal** at top of home page.

If you have forgotten your **Parent Portal** password or need the Parent Portal link resent to you please email:

Ms. Huster: [dhuster@stcharlessd.org](mailto:dhuster@stcharlessd.org) or

Ms. Gramann: [egramann@stcharlessd.org](mailto:egramann@stcharlessd.org)

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**We can also take cash or checks that can be dropped into a Lock Box in the main office. A Chartwell's staff member will deposit into your student's meal account asap.**

*Currently there is no charge for breakfast or lunch due to Covid-19 funding. The lunch meal includes an entrée, 2 fruits, 2 veggies and a milk. Additional snack and drinks are available to purchase that are not included in the free meal(s).*

