

Ecole Salisbury Morse Place School
 Community School Association
Community & School Working Together

USER PAY LUNCH PROGRAM

The Ecole Salisbury Morse Place School Lunch Program commenced in October 1989. The program is open to students from Kindergarten – Grade 5. All students in these grades who stay at school for lunch must be registered. Exceptions are made for those students with exceptional needs who require divisional transportation.

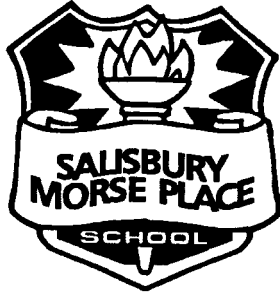
The attached registration form must be completed and returned to the school, along with payment, if you wish to take part in the program.

The ESMP User-Pay Lunch Program fee is \$1.00/per day. This is a full-time program. There is no option for part-time participation.

Payment Options: Due to Covid- 19, families can pay monthly or by term. Second term fees will be collected in January. Third term fees will be collected in April.

Monthly Payment: Due on the 1st of every month:

Month	GRADES 1 – 5	KINDERGARTEN LADYBUGS	KINDERGARTEN CATERPILLARS
SEPTEMBER	\$17.00	\$6.00	\$7.00
OCTOBER	\$18.00	\$9.00	\$9.00
NOVEMBER	\$19.00	\$9.00	\$10.00
DECEMBER	\$15.00	\$8.00	\$7.00
JANUARY	\$18.00	\$9.00	\$9.00
FEBRUARY	\$18.00	\$8.00	\$10.00
MARCH	\$18.00	\$10.00	\$8.00
APRIL	\$18.00	\$9.00	\$9.00
MAY	\$21.00	\$11.00	\$10.00
JUNE	\$21.00	\$10.00	\$11.00



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Term Payment: Due on the first day of the new term:

TERM	GRADES 1 - 5	KINDERGARTEN LADYBUGS	KINDERGARTEN CATERPILLARS
Term 1: September 8, 2021 – December 22, 2021	\$69.00	\$32.00	\$33.00
Term 2: January 6, 2022 – March 25, 2022	\$54.00	\$27.00	\$27.00
Term 3: April 4, 2022 – June 30, 2022	\$60.00	\$30.00	\$30.00

Methods of Payment:

Cheque: Payable to the S.M.P.C.S.A Lunch Program

Cash: Money should be inside a sealed envelope with the child's name and teacher clearly marked on the outside. Please provide exact change.

Please note:

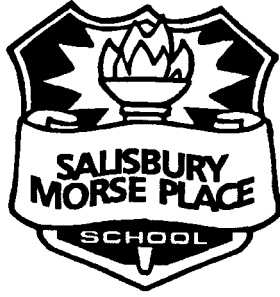
We recognize that occasionally, students who regularly go home for lunch, may want to stay due to special activities. If your child wants to stay for lunch, you will be charged. If you do not want to pay, then your child should stay for the activity and then go home for lunch.

Parents with three or more children in the program at the same time will receive a 50% discount for the eldest child in the program.

The lunch program operates on school days. Parents are responsible for making arrangements for in-service days and all holidays.

In order to keep your child safe, it is imperative that we know where your child is at all times. If your child will not be staying for lunch, please send a note to the lunch program. Children in the lunch program are not allowed to leave the premises during the lunch hour to go to the store or to restaurants in the area.

Receipts for income tax purposes will be issued prior to the end of February for the preceding year. Should your child be changing schools, a complete update can be made upon request and a receipt will be issued.



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Late or Missing Payment Policy:

We are a user-pay, non-profit program, therefore timely payment for this service is paramount. Our collection process for unpaid fees is as follows:

1. Reminder letter sent by email 5-days after a missed payment from the lunch coordinator.
2. Reminder call 2-weeks after a missed payment from the school administration team.
3. If payment, and/or payment arrangements have not been made by the end of the month services were provided for, lunch program privileges can and will be suspended for any large amounts owing. A letter advising of this will be sent by email and Canada Post prior to such action. Parents whose children are removed from the User Pay Lunch Program must make alternate arrangements outside of the school for their child during the lunch hour.

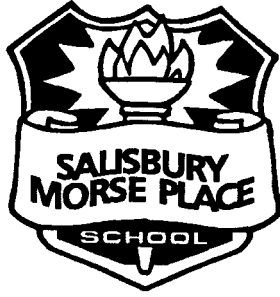
Lunch Supplies and Processes:

Children should bring a lunch kit and any dishes or cutlery required to eat their meal. Cutlery will not be provided. **PLEASE DO NOT SEND KNIVES!**

As per the RETSD divisional policy (Policy JLCG-R1) regarding allergies, **nuts are not allowed** on school premises. Please do not send peanut butter, Nutella, or any other nut product to school with your child.

Children who accidentally bring nuts will be required to eat in an alternate location. Your cooperation in keeping our children safe is greatly appreciated.

It is essential that students cooperate fully with the adults in charge of the program. Failure to do so may result in your child's suspension and possible exclusion from the lunch program. Children who are suspended from the lunch program due to payment arrears or behaviour will not be permitted to eat in the office or on school grounds. Parents are responsible for their children's care over the lunch hour.



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COVID-19 INFORMATION FOR THE LUNCH PROGRAM:

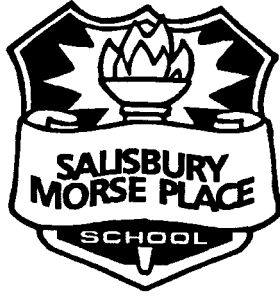
Staggered lunch times for students in grades 1- 5: Please see the information sent by the school to see when your child is eating and when they are outside.

Milk will not be available for purchase.

There will be no microwave use.

Emergency lunches are not available. Parents will be contacted if a lunch is forgotten. If someone is not available to bring a lunch to school, the child will be provided with a prepackaged snack kit consisting of a nut free granola bar, a juice box, and an unsweetened apple sauce. Parents will be charged \$2.00. *To prevent abuse of this service, a maximum of five prepackaged snack kits, per child, per school year will be provided.*

Should you have any questions or concerns, please contact the Lunch Program Coordinator, Melissa Brandt, by emailing smplunchprogram@gmail.com



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SALISBURY MORSE PLACE SCHOOL USER PAY LUNCH PROGRAM

REGISTRATION FORM – 2021/2022

NAME(S) OF CHILD / CHILDREN **TEACHER** **ROOM** **GRADE**

HOME ADDRESS: _____ POSTAL CODE: _____

HOME PHONE NUMBER: _____

MOTHER / GUARDIAN NAME: _____ Work #: _____ Cell #: _____

EMAIL ADDRESS: _____

FATHER / GUARDIAN NAME: _____ Work #: _____ Cell #: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT NAME: _____ Work #: _____ Cell #: _____

Are there any medical problems or allergies that the lunch program should be aware of? Please list.



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AGREEMENT

I understand that the Ecole Salisbury Morse Place School User Pay Lunch Program has agreed to provide supervision for my child/children as per the cost schedule in this registration (see amendment in registration package for families with three or more children)

I understand that this is a pre-paid program.

I understand that if any of my payments fall into arrears, my child will be suspended from the program, and I will have to make alternative arrangements for care outside of the school.

I understand that my child is my responsibility over the lunch hour and the school will not be providing supervision should my child be removed from the User Pay Lunch Program.

I agree that my child/children must cooperate with the adults in charge of the lunch program, or he/she/they may be suspended or removed from the User Pay Lunch Program.

I understand that if my child should forget or misplace his/her lunch, a prepackaged snack kit will be provided for a fee of \$2.00. I understand that this service is to be used for **EMERGENCIES ONLY**.

I agree to allow Ecole Salisbury Morse Place School to provide information pertaining to my child to the User Pay Lunch Program in the case of emergency i.e., Manitoba health number.

Date

Signature of Parent or Guardian