



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 (Pages 5 and 6) must be completed and returned to the school, along with payment, if you wish to take part in the program. **Please keep pages 1-4 for your information.**

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. The only exception is if your child regularly goes home for lunch and stays for pizza fundraiser or a club. Then they will be charged for the days that they stay for lunch supervision.

**Payment Options:** Families can pay monthly or by term. Schedules for monthly or term payments are on the following page.

### **Lunch Supplies and Processes:**

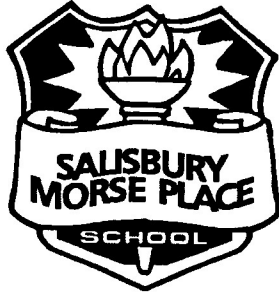
Children should bring a lunch kit and any dishes or cutlery required to eat their meal. Cutlery will not be provided. **Please do not send knives!**

Microwaves are not provided, please do not send lunches that require heating. **Please do not send glass containers!**

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 products containing nuts to school!**

Children who accidentally bring nuts (or other allergens if listed by your child's classroom teacher) will be required to eat in an alternate location and sanitize before returning to their class. Your cooperation in keeping all our children safe is greatly appreciated.

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.*



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**Monthly Payment Option: Due on the 1<sup>st</sup> of each month:**

Month	GRADES 1 – 5	KINDERGARTEN (ODD) LADYBUGS	KINDERGARTEN (EVEN) CATERPILLARS
SEPTEMBER	\$18.00	\$9.00	\$9.00
OCTOBER	\$21.00	\$11.00	\$10.00
NOVEMBER	\$18.00	\$8.00	\$10.00
DECEMBER	\$15.00	\$8.00	\$7.00
JANUARY	\$19.00	\$9.00	\$10.00
FEBRUARY	\$17.00	\$9.00	\$8.00
MARCH	\$19.00	\$10.00	\$9.00
APRIL	\$16.00	\$8.00	\$8.00
MAY	\$21.00	\$10.00	\$11.00
JUNE	\$19.00	\$9.00	\$10.00

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

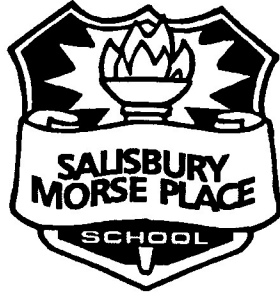
TERM	GRADES 1 - 5	KINDERGARTEN LADYBUGS	KINDERGARTEN CATERPILLARS
Term 1: September 4, 2024 – December 20, 2024	\$72.00	\$36.00	\$36.00
Term 2: January 6, 2025 – March 28, 2025	\$55.00	\$28.00	\$27.00
Term 3: April 7, 2025 – June 27, 2025	\$56.00	\$27.00	\$29.00
Year total	\$183.00	\$91.00	\$92.00

**Accepted Methods of Payment:** (Unfortunately, we cannot accept electronic payments)

**Cheque:** Payable to the S.M.P.C.S.A Lunch Program. Please put child's full name in the subject line.

**Cash:** Money should be inside a sealed envelope or bag with the child/children's first and last names and name of teacher(s) clearly marked on the outside. Please provide exact change. Change will not be given, any amounts over will be applied to the next payment. Please separate lunch fees from fundraisers, field trips, or school fees.

**\*Please keep this page for payment reminder.**



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**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 for those days. If you do not want to pay, then your child should stay for the activity and then go home for lunch.**

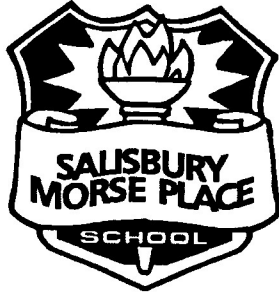
Parents with three or more children in the program at the same time will receive a 50% discount for the eldest child in the program.

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

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.

Weather permitting, we will be outside for half of the lunch hour. Please make sure your child is dressed for the weather. We follow the same weather guidelines as the school does for recess times.

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. Please fill out the attached page to receive your tax receipt in February. Receipts for income tax purposes can only be issued for amount received within the calendar year noted.



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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 in order to pay the lunch supervision staff.**

Our collection process for unpaid fees is as follows:

1. Reminder letter sent by note in child's agenda 5-days after a missed payment from the lunch coordinator.
2. Reminder email will be sent 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.**

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.

Should you have any questions or concerns, please contact the Lunch Program Coordinator, Melissa Brandt at [smplunchprogram@gmail.com](mailto:smplunchprogram@gmail.com).