



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 your child will be staying for the lunch hour regularly or semi-regularly.

**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/snacks are no longer provided. Parents will be contacted if a lunch is forgotten to make arrangements to have someone bring a lunch for their child .



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

Month	GRADES 1 – 5	KINDERGARTEN (ODD) LADYBUGS	KINDERGARTEN (EVEN) CATERPILLARS
SEPTEMBER 3rd	\$19.00	\$8.00	\$9.00
OCTOBER 1st	\$19.00	\$9.00	\$10.00
NOVEMBER 3rd	\$18.00	\$9.00	\$9.00
DECEMBER 1st	\$15.00	\$7.00	\$8.00
JANUARY 5th	\$19.00	\$10.00	\$9.00
FEBRUARY 3rd	\$18.00	\$9.00	\$9.00
MARCH 3rd	\$18.00	\$10.00	\$8.00
APRIL 4th	\$18.00	\$9.00	\$9.00
MAY 1st	\$20.00	\$10.00	\$10.00
JUNE 1st	\$22.00	\$11.00	\$11.00

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

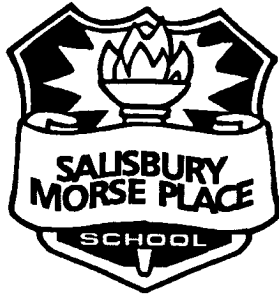
TERM	GRADES 1 - 5	KINDERGARTEN LADYBUGS	KINDERGARTEN CATERPILLARS
Term 1: September 3, 2025 – December 20, 2025	\$71.00	\$33.00	\$36.00
Term 2: January 5, 2026 – March 28, 2026	\$55.00	\$29.00	\$26.00
Term 3: April 4, 2026 – June 27, 2026	\$60.00	\$30.00	\$30.00
Year total	\$186.00	\$92.00	\$92.00

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

**Cheque:** Payable to Salisbury Morse Place Community School Association Inc. or SMPCSA Inc. The memo should say "lunch fees for" and include children's first and last names.

**Cash:** Money should be inside a sealed envelope or sandwich 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 requests for income tax purposes will be issued in January. To receive a tax receipt for fees paid, please fill out the form and return promptly. Receipts will be created in the order received prior to the end of February. Should your child be changing schools, a complete update can be made upon request and a receipt will be issued.

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, Reagen at [smplunchprogram@gmail.com](mailto:smplunchprogram@gmail.com).



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**SALISBURY MORSE PLACE**

**SCHOOL USER PAY LUNCH PROGRAM**

**REGISTRATION FORM – 2025/2026**

**Please print clearly** and fill in all fields for all children in kindergarten through grade 5.

**NAME(S) OF CHILD / CHILDREN**

**TEACHER**

**ROOM**

**GRADE**

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\*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 École 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 that I will be responsible for making arrangements for a replacement lunch.

I agree to allow École 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.

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Date

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Signature of Parent or Guardian