



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

USER PAY LUNCH PROGRAM 2026 - 2027

The École 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.

****Please keep pages 1-4 for your information and payment schedule.**

The ÉSMP User Pay Lunch Program fee is a full-time program at a cost of \$1.00/per day. We recognize that *occasionally*, students who regularly go home for lunch may want to stay due to special activities or clubs. 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.

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

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 not provided. Parents will be contacted to make arrangements to have someone bring lunch for their child if a lunch is forgotten.



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****PLEASE KEEP THIS PAGE FOR YOUR REFERENCE****

Fees and Payment Options: Families can pay monthly, by term or in full for the year.

1. **Monthly Payment Option:** Due on the 1st school day of each month

MONTH	GRADES K – 5
September 9 th	\$15.00
October 1 st	\$19.00
November 2 nd	\$18.00
December 1 st	\$14.00
January 4 th	\$20.00
February 1 st	\$18.00
March 1 st	\$17.00
April 5 th	\$19.00
May 3 rd	\$19.00
June 1 st	\$22.00
YEAR TOTAL	\$181.00

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

TERM	GRADES K - 5
Term 1 Sep. 9, 2026 – Dec. 18, 2026	\$66.00
Term 2 Jan. 4, 2027 – Mar. 25, 2027	\$55.00
Term 3 Apr. 5, 2027 – Jun. 30, 2027	\$60.00
YEAR TOTAL	\$181.00

3. **Payment in full Option:** Due on the first day of the school year, **\$181.00**



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Accepted Methods of Payment:

1. **Cheque:** Please make cheques payable to Salisbury Morse Place Community School Association Inc. or SMPCSA Inc. The memo should say, "Lunch Fees" and include children's first and last names.
2. **Cash:** Money should be inside a sealed envelope or sandwich bag and with children's first and last names clearly labeled on the outside. Please provide exact change as change will not be given. Any amounts over will be applied to the next payment. ****Please separate lunch fees from school fees, fundraisers, or field trips funds.**

Unfortunately, at this time, we cannot accept electronic payments, including credit cards or e-transfers.

Receipts:

Please allow 1-2 weeks from the date lunch fees are sent in for a receipt to be sent home with your child. If you have not received a receipt in that time frame, please contact the school office.

****NEW THIS YEAR: Receipts requested for tax purposes will no longer be issued separately in early 2027. Please keep original receipts issued for lunch fee payments for your own records should you require this information.**

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 and keep this program available to students.

Our collection process for unpaid fees is as follows:

1. An email reminder will be sent to parents/guardians by the 15th of the month.
2. A paper copy stating the arrears owing will be sent home with the child(ren) at the end of each term.
3. A follow-up from the school's administration team will ensue via email or phone call.



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Removal from the Program:

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 will then be responsible for their child's care over the lunch hour.

Additional Reminders:

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 only. Parents are responsible for making 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 home, or to stores or 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.

Contact:

Should you have any questions or concerns, please contact the Lunch Program at smplunchprogram@gmail.com.



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ECOLE SALISBURY MORSE PLACE SCHOOL USER PAY LUNCH PROGRAM
REGISTRATION FORM – 2026/2027

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

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 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 package.

I understand that this is a pre-paid program.

I understand that if any of my payments fall into arrears, my child/children 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/children is/are 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 nuts are not allowed on school premises and agree to send a nut free lunch with my child/children.

I understand that if my child/children 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/children to the User Pay Lunch Program in the case of emergency i.e., Manitoba health number.

Date

Signature of Parent or Guardian