

ST. CHARLES SCHOOL LUNCH PROGRAM

RULES AND REGULATIONS POLICY 2015-2016

The St. Charles Lunch Program is the responsibility of the Daycare Technician. The children are supervised by Daycare Educators and/or Student Supervisors. The government ratio of students to supervisors at lunchtime is 35:1 but at St. Charles School the ratio is lower. A lunch registration form must be completed, **signed and dated**, for each child attending the lunch program, indicating the days your child will attend.

When attending part time Lunch Program – the days cannot be substituted or switched.

The daycare phone number is: **514-626-2032**

The daycare technician's email address is : [lbennett @lbpsb.qc.ca](mailto:lbennett@lbpsb.qc.ca)

HOURS

The lunch period at St. Charles runs from 12:15PM to 13:10PM.

***Children not attending the Lunch Program should not arrive in the school yard prior to 13:00PM.**

COST

The costs of the Lunch Program at St. Charles for 2015-2016 are as follows:

5 days/week = \$35.00/month
4 days/week = \$33.00/month
3 days/week = \$29.00/month
2 days/week = \$24.00/ month
1 day /week = \$19.00/month

**The rates remain the same for each month regardless of the number of school days in that month.*

EMERGENCY DROP-IN FEE is \$5.00. We will only accept drop-ins at lunchtime when it is an emergency, parents must call at least 24 hours in advance to our daycare to ensure the child is kept at school for that lunch period. Please either e-mail or phone the daycare (514-626-2032) as soon as you know you will be requiring the emergency service as well as sending written notification with your payment. **WE DO NOT ACCEPT DAYCARE DROP-INS.**

PAYMENT OF FEES

St. Charles School uses a post-dated cheque system or internet payments for the ten months of the school year. Payments are due the first of every month. Please tick off if you will be using internet payment or sending in post-dated cheques. If you choose to use post-dated cheques, please send in ten post-dated cheques dated for the first of each month made payable to Saint Charles School.

NSF

Cheques returned NSF must be replaced by cash or money order and include an additional \$10.00 NSF fee.

CHILD TAX CREDIT RECEIPTS

Child tax credit receipts will be issued the last week in February, for services used and invoiced during the specified year. Income Tax Receipts will be issued to the payer of the service (whomever has signed the cheque). Replacement tax receipts will be issued upon request at a cost of \$10.00 per receipt.

NUTRITION AND YOUR CHILD'S LUNCH

We try to promote nutritious and healthy eating habits within our program. Please consider this when packing your child's lunch. Please do not send carbonated drinks, candy and /or gum. Please label your child's lunch box/bag and any containers.

We have numerous students with severe peanut/nut allergies in the school. Please ensure that food sent to the school does not contain peanuts/ nuts or any traces of nuts (may contain nuts is also not allowed). We are a peanut sensitive school. We ask that you are diligent regarding this matter.

CODE OF CONDUCT

Children are expected to abide by the code of conduct set out by St. Charles School (respect, courtesy, good manners and appropriate language).