



St. John Fisher Sr. Lunch Program
Registration Package
2016-2017

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ST. JOHN FISHER LUNCH PROGRAM

Welcome to the St. John Fisher Sr. Lunch Program. Our Lunch Program is a service offered to all students enrolled in grade three to grade six. Our main objective in the lunch program is to offer a safe place for children to eat their lunch while interacting with their friends.

If your needs have changed and you need to register your child for the daycare program in 2016-2017, the registration form is the same. Please fill out the appropriate information on the form. However, the fees and the program are different. Please see the reverse of your lunch program booklet for information on the daycare program. It is very important to submit your child's registration, by the deadline. This is

very important in order for the lunch program to have adequate staff on the first day of school. If your child is not registered he/she will not be permitted into the program. Please make alternate arrangements until all forms are submitted.

Due to high demands on the first day of school, registration forms will not be accepted on the first day of school.

Students in the St. John Fisher Sr. lunch program eat in the classrooms with hired supervisors.

If it is your intent to register your child in Lunch Program, please complete all forms and return to St. John Fisher Sr. Daycare by Wednesday June 29th, 2016 at the latest.

CHANGES IN PERSONAL INFORMATION

Should there be a change in your child's personal information such as parent's work number, e-mail, child's address, custody arrangements, please inform the coordinator as well as the school secretary as soon as possible.

NEW RATE STRUCTURE

Please find attached the Lunch Program Rates for 2016-2017. Due to salary increases & government cutbacks the rates have one last time increased to \$360.00 yearly rate. The monthly rates are calculated based on the 181 days of school.

The rate chart below is for each child in the family. 4 post-dated cheques are requested dated on the 15th of the months indicated.

RATE CHART

	5 days a week	4 days a week	3 days a week	2 days a week	1 day a week	Drop-in fee
September October November	\$90.00 Payable October 15	\$77.50 Payable October 15	\$65.00 Payable October 15	\$52.50 Payable October 15	\$40.00 Payable October 15	\$3.00
December January February	\$90.00 Payable January 15	\$77.50 Payable January 15	\$65.00 Payable January 15	\$52.50 Payable January 15	\$40.00 Payable January 15	
March April	\$90.00 Payable March 15	\$77.50 Payable March 15	\$65.00 Payable March 15	\$52.50 Payable March 15	\$40.00 Payable March 15	
May June	\$90.00 Payable May 15	\$77.50 Payable May 15	\$65.00 Payable May 15	\$52.50 Payable May 15	\$40.00 Payable May 15	

PAYMENT OPTIONS

You have the option of paying with 4, 2 or 1 post-dated cheques. Your cheques must be submitted with your registration by the deadline. All forms without payment will be returned and a place will not be reserved for your child.

Online payments must be made by the 15th of every month. If you have 2 children or more attending the St. John Fisher Sr. Daycare, please write one cheque for both kids. If the payer's name is different from the child's name please write the child's name on the cheque. If you have more than one child and are paying online, you may use the reference number of the parent paying. You can use the same reference for both children provided they both attend St. John Fisher Sr. Daycare. If you have children in both campuses, use the reference number given

by each campus. Each parent has a different reference number. Please ensure you use the correct one.

REFUNDS

Should your child be withdrawn from the lunch program, fees for the remainder of the month will not be refunded, but postdated payments will be returned. Please note there are no refunds for regularly scheduled days (i.e. absences, illness, vacation..) Should there be strike days, they will be refunded. You must inform the coordinator as soon as possible of any change in your child's attendance in the lunch program.

TAX RECEIPTS

Please make sure to fill-out the required income tax information. The person making the payments will be the one receiving the tax receipt.

Receipts will be sent home by February 28th, 2017 for all payments made from January to December 2016. All students registered in the lunch program, will receive a provincial & federal tax receipt.

ATTENDANCE

Children are expected to attend the Lunch Program as scheduled. If your child will not be attending, an e-mail (lsulano@lbpsb.qc.ca) or a telephone call must be made, to the coordinator. If the coordinator has not been

notified, the child will not be allowed to leave the premises. This does not apply to children who are absent from school. If you are taking your child out of Lunch Program for the day, please return 10 minutes prior to the entrance bell. On rainy or very cold days, we stay in the classroom and all outside doors are locked. Children cannot therefore gain entry until a teacher comes on duty to open the doors. The program offers an emergency drop-in service. Parents must leave a message on the answering machine at 695-9275 or lsulano@lbpsb.qc.ca. Please state your child's name and grade. The fee is \$3.50 per day for this service.

HOURS

The lunch period at St. John Fisher Sr. School is from 11:20 a.m. to 12:20 p.m.

STUDENT CODE OF CONDUCT

(the code of conduct followed in the lunch program is the same as the one followed in school)

LUNCH PROGRAM DISCIPLINE

Behaviours which are inappropriate will be dealt with in one of the following manners:

Non-violent inappropriate behaviour:

The individual supervisor may intervene in the situation and may use a number of strategies. Warning, restitution, conflict resolution, loss of recess, written reflection, or a phone call home are some options.

Violent or dangerous behaviour:

If any individual is involved in a serious violent or dangerous behaviour, the child may have an immediate suspension or the parents may be called and asked to come to the school to pick up their child. The individual will have to remain away from the lunch program.

After this time period the parents will be asked to return to school with the child to meet with the administration and discuss behaviour expectations as well as further consequences.

It goes without saying that school rules apply at all times in school as well as on any field trip or other outing organized by the school. Students must be taught to be accountable for their actions at all times and, when rules are broken, we work with the student and parents to

promote responsibility. We anticipate full cooperation from home.

FOOD

Cutlery is not provided, therefore must be brought by the children. Please remember that St. John Fisher Sr. is a nut-controlled school. We therefore ask you not to send in products containing nuts.

HOT LUNCHES

Sandwich & Pizza lunches will be offered as an extra service from October to June at an additional cost of \$3.75. This is a non-profit service offered to parents. This service is offered

and organized by the coordinator at St. John Fisher Sr. Daycare. This fee is non-refundable, if your child is absent on the day of the meal. However, if you cancel more than one meal it will be refunded. More information to be distributed at the end of September. Please notify the coordinator if your child will be absent on the day of a scheduled meal, to avoid waste.

EXTRA CURRICULAR ACTIVITIES

A winter session of extracurricular activities will be offered during the lunch program at an additional cost. Activities such as ceramics, first-aid babysitting, mad science, art and more are some of the choices that will be available

CLOTHING

Except in extreme weather conditions, all children will be spending part of their lunch period outdoors. Please ensure your children are appropriately dressed. In warmer weather, please ensure your child has sunscreen, a cap & a water bottle. On colder days, a warm coat, snow pants, boots, hat & gloves are essential.

HEALTH & MEDICATION

No medication will be administered to any student without the completion of a *medical form*. All prescription medication must be clearly labeled with an accompanying doctor's instructions (i.e., bottle must be labeled by a pharmacy). Should these procedures not be

followed, the Coordinator has the right to refuse to administer any medication.

LOST & FOUND

There are 2 lost & found units found in each exit to the school yard. Please check it regularly for your child's belongings. All items left will be donated to charities at the following times during the year: Christmas Break, the day after Portfolio Night & Year End. Items that are labeled with the student's name make it easier for student's to have their items returned to them. Please label.



Lester B. Pearson School Board
Commission scolaire Lester-B.-Pearson

St. John Fisher Elementary

Fixed Boardwide
Professional Day

Teacher's Convention

SIF Prof. Days

Holidays

Août/August					
L/M	MT	M/W	J/TH	V/F	
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

Septembre/September					
L/M	MT	M/W	J/TH	V/F	
				AGM	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

Octobre/October					
L/M	MT	M/W	J/TH	V/F	
3	4	5	6	7	
10	11	12	13	14 th	
17	18	19	20	21	
24	25	26	27	28	
31					

Novembre/November					
L/M	MT	M/W	J/TH	V/F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23		25	
28	29	30			

Décembre/December					
L/M	MT	M/W	J/TH	V/F	
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

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Janvier/January					
L/M	MT	M/W	J/TH	V/F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Février/February					
L/M	MT	M/W	J/TH	V/F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28				

Mars/March					
L/M	MT	M/W	J/TH	V/F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23		
27	28	29	30	31	

Avril/April					
L/M	MT	M/W	J/TH	V/F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Mai/May					
L/M	MT	M/W	J/TH	V/F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

Juin/June					
L/M	MT	M/W	J/TH	V/F	
				1	2
	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

Board Level Prof. Days: 15
Regional Prof Day: 1
School Level Prof. Days: 3

Students Start School: Aug. 31st, 2016
Students Finish School: June 23rd, 2017

Staff Meetings
 Staff Council

I-R - Interim Report
 Reports Sent Home

Interim Report: October 14th
Report Cards Issued: Nov. 21st, Mar. 15th, and June 23rd

Note: No daycare services Nov. 25th and Apr. 18th