



OUR LADY OF POMPEI SCHOOL
LUNCH SUPERVISION PROGRAM
HANDBOOK
2020-2021

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GENERAL SCHOOL INFORMATION, POLICIES & PROCEDURES

SCHOOL DAY

PRE & KINDERGARTEN

HOMEROOM	8:50
Start of Class	8:55
Recess	10:25 – 10:45
Lunch	11:27 – 12:45
Homeroom	12:45 – 12:50
Recess	14:20 – 14:40
Dismissal	15:40

GRADES 1 to 6

HOMEROOM	8:50
Start of Class	8:55
Recess	10:25 – 10:45
Lunch	11:45 – 12:45
Homeroom	12:45 – 12:50
Recess	14:20 – 14:40
Dismissal	15:40

LUNCH SUPERVISION PROGRAM

Our Lady of Pompei Elementary School offers a Lunch Supervision Program for students that will not be going home at lunch and are not registered in Daycare. Parents who wish to have their child remain at school during the lunch period, must register their child using the Our Lady of Pompei Lunch Registration Form. This form must be returned to the school at the beginning of the school year. Students in this program are cared for and supervised by accredited personnel hired by the English Montreal School Board (EMSB).

LUNCH FEE & PAYMENTS

As per the policy of the EMSB, This program must be self-financing. All expenses incurred must be covered through the fees paid by parents. The lunch supervision fee is set in consultation with the School's Governing Board. The lunch supervision fee for the 2020-21 school year is \$271.50 per student. Parents will receive two invoices; one covering the September to December period and one covering the January to June period.

Online banking is available, parents may choose to pay the lunch fee in one or two installments. A **post-dated cheque for the 2nd installment must be forwarded at the same time as the first installment.**

OPTION A – ANNUAL PAYMENT

1 cheque of \$271.50 per student dated Monday, August 31, 2020.

OPTION B – TWO PAYMENTS

1 cheque of \$109.50 per student dated Monday, August 31, 2020 & 1 cheque of \$162.00 dated Monday, January 4, 2021.

All cheques should be made payable to Our Lady of Pompei School. Cheques must contain the following information; the student's name, the grade level and the caption "lunch fees" on the memo section (front) of the cheque. Cheques must be returned in the white envelope provided in the registration package.

Please note that there is a **no refund policy** of lunch supervision fees.

SPORADIC USERS

Should a student require lunch supervision on occasion, the cost is **\$1.50** per day. Please note that the school must be notified in writing 48 hours in advance so that the necessary arrangements can be made to accommodate the student.

NSF CHEQUES

An administrative charge of \$10.00 will be added whenever a cheque is returned for insufficient funds.

COLLECTION OF UNPAID FEES

Parents are expected to respect the deadlines mentioned above with regards to the payment of lunch supervision fees. Should a parent not be able to respect the lunch supervision fee payment deadlines, they must contact the school to make an arrangement. In the event that the lunch supervision fee is not paid, parents will be contacted to inform them of their outstanding balance. Should the outstanding fees not be settled, Lunch Supervision services will be suspended, parents will have to pick up their child at lunch. Once the account has been settled, services will resume.

TAX RECEIPTS

In order for the school to issue tax receipts it is mandatory under provincial law for the school to have the Parent's Social Insurance Number. Should you choose not to include your SIN number please sign the waiver on page 2 (shaded grey box) of the Lunch Registration Form.

HOT LUNCH PROGRAM

Beginning in mid-September, hot lunches are available by our food supplier. The food supplier that was retained for the 2020-21 school year is Merenda Traiteur Scolaire, please find additional information below.



If any modification or adjustment is required, the parent must inform the food supplier. Meals that are not eaten are not stored at school.

SUBSIDIZED HOT LUNCH PROGRAM

Depending on the availability of funds, the school may offer a Subsidized Hot Lunch Program from the Ministère de l'Éducation et de l'Enseignement Supérieur (MEES) to support families in need. Should you need assistance in this regards please contact the school. Rest assured that this information will remain confidential.

ANAPHALAXIS

Unfortunately, many students suffer from severe allergies to nuts and peanuts. Consequently, we ask that your children's recess snacks and lunches be nut / peanut free. We ask you to please read the labels carefully before putting these foods in your child's lunch box.

Please note that the school will make every effort to provide nut/peanut free snacks. However, we recommend that students with severe allergies refrain from partaking in the snack program. **Parents are reminded to warn their children with severe allergies NOT TO SHARE FOOD with other children.** To help us avoid a potential fatal reaction, we urge all parents to please comply strictly with these requests.

LUNCH RULES

Our aim is to provide students with a safe and pleasant environment during lunchtime. Consequently students must follow the rules outlined in the code of conduct as well as those listed below:

- Students registered in the school's lunch program are not permitted to go home at lunchtime unless they bring a signed note from a parent. This note must be given to the student's teacher upon arrival in the morning as this information must be relayed to the child's lunch supervisor.
- Students must show respect and good manners to their classmates and to their lunch monitors.
- Students are to remain seated for the duration of the lunch period; they must clean up their eating area and place all garbage in the garbage bins.
- Students must speak in a moderate tone of voice and remain quiet when signaled by their monitor for dismissal.
- Throwing food or other objects is not permitted.
- Students should bring a nutritious lunch – **no junk food**. Please include all needed utensils. **Glass containers and soft drinks are forbidden.**
- Students are to remain with their lunch supervisor unless they are participating in a lunch activity or in tutorials. In any case, they must notify their lunch supervisor.

Please note that the second portion of the lunch is held outdoors therefore, students should be dressed appropriately for the weather. Snow pants and boots are mandatory all winter and until the schoolyard is dry. If it is raining or very cold outside, the students will remain indoors with their lunch supervisors.

Any student who does not adhere to these rules is subject to disciplinary measures. This could include detention, suspension, or expulsion from lunch services.