

Children's World Academy
2016-2017
(514) 595-2093

LUNCH PROGRAM SERVICES



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GENERAL INFORMATION

1. Students eat in their classrooms with a lunch supervisor. Please send in a labeled placemat for your child to use during the lunch period. For safety reasons please do not send glass containers to the school.
2. To assist us in promoting healthy and nutritious eating habits, please do not send any “junk” food (ie. Candy, carbonated drinks, gum, etc.). **Please do not send peanut butter or foods containing nuts (ie. Nutella) as there are many students with severe nut allergies.**
3. Microwaves are available for the supervisors to warm-up food (max 1-2 minutes) on Mondays, Wednesdays and Fridays. We cannot accept frozen meals. Please note that you are requested to send a cold lunch or a thermos on Tuesdays, Thursdays and days students have a lunch class (Computers, Conflict Resolution). Kindly label all containers and lunch boxes.
4. Please do not send toys or personal items (including electronic devices) to the lunch program unless a special activity is planned. We will not be responsible for lost or broken items.
5. Parents are requested not to send any child with a contagious illness to school/daycare and are requested to inform the front office of any contagious condition.
6. Outdoor play is an important part of the lunch hour and includes both cooperative group games and sports (which are chosen by the class) as well as a free play period. Please ensure your child is dressed appropriately for the weather.
7. Students registered in the lunch program must be accompanied by an authorized adult should they leave the school during the lunch hour. A written note must be sent by the parent/guardian.
8. Medication will not be dispensed to a child without written permission by the parent. Medication must be sent in with the original prescription label or it will not be administered. Parents can obtain the “authorization to administer medication form” from the school office or website. Students are not permitted to carry medication (including non-prescription items ie. Tylenol, Advil, cold medication, etc.) in their school/lunch bags or pockets. Please refer to the school handbook for more information regarding medications used in the treatment of allergies.
9. The school’s code of conduct is applied at all times. Please take a moment to review it with your child(ren). Consequences of misbehavior may include verbal reprimands, “time-out” periods, loss of privileges and in-school lunch detention/reflection period. Parents will receive a written letter describing the misbehavior as well as the measures taken, which must be signed and returned to the supervisor before they may return to the lunch/daycare service.
10. Federal and provincial tax receipts will be issued by February 28, 2017.



Healthy foods, fresh air and physical activity at lunch hour help students have a productive afternoon in the classroom!

HOT LUNCH PROGRAM

An optional hot lunch menu from Chartwells Catering Services will be offered on **Wednesdays and Fridays**. Information regarding start date, menu selection and pricing will be sent home and will be posted on the school website <http://cwa.lbpsb.qc.ca/notices.htm>. In order to participate in this service, parents must keep their lunch/daycare account in good standing.



Please note that parents are requested to communicate directly with Chartwell's in order to receive a credit (ex. field trips) or address a concern.

514-761-5802 ext. 4299

REGISTRATION & PAYMENT

In order to be successfully registered in the Lunch Program, parents are required to:

- Submit a completed registration form, signed and dated.
- Indicate payment method for the year - Online, Interac or post-dated cheques.
- Pay any outstanding balance in their account from the previous school year. (Letters were sent home in June with the balance owing.)

Please prepare cheques accordingly;

- 3 post-dated cheques made payable to CWA Daycare Services
 - a) October 1, 2016 - \$144.00 (includes September - December)
 - b) February 1, 2017 - \$108.00 (includes January - March)
 - c) May 1, 2017 - \$108.00 (includes April - June)
- 10 post-dated cheques made payable to CWA Daycare Services for \$36.00 each from September 1, 2016 to June 1, 2017 inclusive.

Please Note:

- **Please write the student's name on the cheque.**
- **One cheque per family is recommended.**

NSF Cheques

NSF cheques will result in a \$10.00 administration fee per cheque.

Any collection agency or bank fees charged to CWA Daycare/Lunch program will be added to the balance due.

Please note that CWA follows collection procedures as outlined in the policies of the Lester B. Pearson School Board. Services may be denied in the event of non-payment.