



BERNIE WOLFE COMMUNITY SCHOOL

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Andy Zarrillo
Principal

R Francis
Vice-Principal

May 2017

Dear Parents/Guardians:

As we bring the 2016/17 school year to a close we start to look ahead to 2017/18.

Bernie Wolfe Community School is fortunate to have the services of a lunch program for **grades one through five**. The Lunch Program Committee is continuing to work to ensure the program continues to be both financially viable and responsive to our community.

For 2017/18 Lunch Program fees are:

Full time: **\$130.00/year/student**, payable by:
One(1) cheque in the amount of \$130.00, post-dated to July 1, 2017.

OR

Two(2) cheques in the amount of \$65.00 each, post-dated July 1, 2017
(for Sept.-Jan) and January 1, 2018 (for Feb-June).

Part-time: 20 stays for \$20.00, payable by one (1) cheque, post-dated to July 1/17

Any student who is using the program on a full-time or part-time basis must complete and return the registration form attached at the end of this package. Students cannot stay without a completed form and payment.

Any family who has an account in arrears must make full payment before they can use the program in 2017/18.

Registration forms and payments are due to your child's homeroom teacher by **June 2, 2017**. It is advisable that parents who choose to send cash bring it to the school in person. The Lunch Program assumes no responsibility for cash/cheques that are lost.

Please feel free to contact the school with any questions you may have.

Yours truly,
Bernie Wolfe Community School Lunch Program Committee.

**BERNIE WOLFE COMMUNITY SCHOOL LUNCH PROGRAM
POLICIES AND RULES
2017/2018**

1.0 POLICIES

1.01 PURPOSE

The Bernie Wolfe Community School Lunch Program is a non-profit organization dedicated to providing our students with a sense of belonging in a welcoming, caring and safe environment where parents/guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The Bernie Wolfe Community School Lunch Program is a user pay lunch program. It is in place to provide a safe environment for the students to have lunch. Only those students registered in the Lunch Program may stay at school for lunch. Students will provide their own lunches and will eat in their classrooms. This program does not provide hot meals.

Lunch Supervisors hired by the Lunch Program Committee will monitor the classrooms and hallways while the children eat lunch, and will supervise the playground during the lunch recess. The lunch break is between 11:35 p.m. and 12:35 p.m.

It is a non-profit organization and all the money collected is used to pay the salaries of those hired to supervise during the lunch break, training as decided by the committee, and for miscellaneous expenses related to the operation of the lunch program. All funds from this program are managed in the BWCSLP bank account and are separate from any school or divisional bank accounts.

1.03 REGISTRATION

Registration forms will normally be sent home with every student in May of each year for the coming school year. Students may participate in the Lunch Program by returning a completed Registration Form, together with applicable payment, to the Bernie Wolfe Community School Lunch Program. One Registration Form is required for each student wishing to participate in the Lunch Program.

A new Registration Form must be completed for each new school year. Students transferring into the school and wishing to register in the Lunch Program may obtain a Registration Form from the school office. If parents choose not to register at the start of the school year, registration is available at any time during the year.

Should there be outstanding fees for a student from the 2016/17 school year, they must be paid in full before the student may register for the 2017/18 school year.

In the event that payment of outstanding fees presents a financial concern, contact with school administration must be made.

1.04 REGISTRATION OPTIONS

Full time: the student will be eating lunch at school every day

Part-time: the student will be eating lunch at school on an occasional basis

1.05 FEES and METHODS OF PAYMENT

Full Time: _____ \$130.00/year/student, payable by:

One cheque in the amount of \$130.00, post-dated to July 1/17;

OR

Two cheques in the amount of \$65.00 each, post-dated to

July 1/17 (for Sept – Jan) and January 1/18 (for Feb – June).

Part-time: _____ 20 stays for \$20.00, payable by one cheque, post-dated to July 1/17

All Part-time stays are valid for only the school year they are purchased in and cannot be carried forward to future years.

Receipts will be issued twice a year in February and June. Please send exact payment as the Lunch Program does not make change or give refunds. The Lunch Program is not responsible for lost monies. Registration forms will only be accepted with payment.

Late payment will result in removal from the Lunch Program.

Please make cheques payable to: **BWCS Lunch Program**

Return payment and the registration form by **Friday June 2, 2017**

1.06 LATE PAYMENT/OVERDUE ACCOUNT PROCESS

In the event of late payment/overdue account, the Lunch Program Director, in consultation with School Administration, will implement the following policy:

1. The parent/guardian will receive a note reminding them that payment has been missed. Payment will be required the next school day.
2. At five (5) school days past due, the Director will call and make arrangements with the parent/guardian to pay all outstanding fees by a specific date. The parent/guardian will be advised that if payment is not received by the specified date, the outstanding account will be forwarded to the School Administration and their child will be expelled from the Lunch Program. Should there be any difficulty in reaching a specified date for the payment to be received; the outstanding account will be forwarded to the School Administration.

3. At ten (10) school days past due, or at the specified date set in 2.above, the late payment/overdue account will be viewed as a parental decision to no longer use the services of the Lunch Program. The outstanding account will be forwarded to the School Administration and the parent/guardian will be asked to make alternate arrangements for their child during the lunch break. Should the parent/guardian wish, their child may participate in the Lunch Program again by paying, in full, all outstanding fees.

1.07 NSF CHEQUES

Cheques returned for any reason will result in privileges of the Lunch Program being withdrawn if the returned cheque is not reimbursed in accordance with 1.06 Late Payment above. Payment in cash, in the amount of the returned cheque, plus an NSF fee of \$10.00 and all applicable bank service charges, will be required.

1.08 REFUNDS

There will be no refunds unless the student is leaving the school. In that event, the unused portion of the user fee will be returned. There are no refunds for part time users.

2.0 **RULES**

The Bernie Wolfe Community School Lunch Program would appreciate your cooperation in having your child follow the Lunch Program Rules listed below. These rules are in place to make the lunch break a safe and friendly place for all children attending the Lunch Program.

Staying at school for lunch is considered a privilege, which may be removed if deemed necessary. All students will eat in designated areas. During the lunch break, there will be Lunch Program Supervisors available to watch over the students, assist them when requested and provide permission for washroom breaks.

Please note that students who do not remain at school for lunch should return to school for the 12:35 re-entry bell, not earlier.

2.01 Please follow Bernie Wolfe Community School's Expectations

- All general school rules are in effect during the lunch break.
- Students who stay at school for lunch must remain on the school property during the lunch break, unless the parent/guardian provides written permission for the student to leave. Please send the written permission to the school.
- Students will remain seated at their desks or tables during the indoor part of the lunch break: Grades 1 – 5 from 11:35am – 12:05pm;
- Students will use polite table manners.
- Students will talk in a reasonable tone.
- Students will clean up their own eating area.
- Students will deposit all garbage in bins.
- Students are encouraged to take any uneaten food home.

- Students are not to share their food with others due to allergies and other medical concerns.
- Students may leave the lunch area only after receiving permission from a Supervisor.
- Students will wait to be dismissed by the Supervisor.
- Students, when dismissed will get dressed and go directly outside or to a supervised activity.

2.02 ADDITIONAL GUIDELINES

- Once students have gone outside for lunch recess, they are not allowed back into the school without permission.

Please ensure that your child is familiar with and understands the rules of the Lunch Program. Your child's signature on the Registration Form is his/her promise to abide by these rules.

2.03 BEHAVIOUR MANAGEMENT

The RETSD "Code of Conduct" will be adhered to. A copy of this Code may be found in the school office. An infraction of a violent nature will result in an automatic referral to the office and a behavior note home.

For students to continue to have the privilege of staying at school during the lunch break, students must follow our rules and behavior expectations. This creates a safe and orderly atmosphere. The rules and behavior expectations can be found posted in each room and included in this Registration Package. When a student is not following classroom/school expectations during the lunch break, the Lunch Program Director, in consultation with School Administration, will implement the following policy:

- a) If a student misbehaves during the lunch hour, he/she will first have a discussion with a Lunch Program Supervisor. A behavior incident form may be filled out, if deemed necessary.
- b) If there are continuous misbehaviors/incidents of a more serious nature, the student will be reported to Administration. The parents may be notified of these misbehaviors. At this time the student may be directed to eat his/her lunch in a special area.
- c) Recurring cases of misbehavior will be dealt with by Administration on an individual basis and could result in loss of lunch program privileges for a specific period of time.

Thank you,
Bernie Wolfe Community School Lunch Program Committee.

**BERNIE WOLFE COMMUNITY SCHOOL LUNCH PROGRAM
REGISTRATION FORM
2017/2018**

Name of Child: _____ Home Phone #: _____

Mailing Address: _____

Mother/Guardian: _____ Contact Number(s): _____

Father/Guardian: _____ Contact Number(s): _____

Emergency Contact: _____ Number: _____ Relationship to child: _____

Medical Number (6 Digit): _____ (9Digit): _____

Special instructions for my child (Allergies, Medication, Etc.): _____

Please check one:

Full Time: **\$130.00/year/student**, payable by:

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Receipts will be issued in February and June. Please send exact payment as the Lunch Program does not make change or give refunds. The Lunch Program is not responsible for lost monies. Late payment will result in removal from the Lunch Program.

Please make cheques payable to: **BWCS Lunch Program**.
Return payment and the registration form by **Friday June 2, 2017**.

My child and I have gone over the attached Policies and Rules and we understand them. I understand that if they are not followed, the privilege of my child participating in this program will be reviewed.

Parent/Guardian Signature _____ Date _____

I understand the rules of the Lunch Program and promise to follow them.

Child's signature _____