

Angus McKay Lunch Program

Registration Information

Angus McKay Lunch Program
AngusMcKayLunchProgram@gmail.com

Angus McKay School
850 Woodvale Street
Ph: (204)661-2378

March 2021

Dear Parents and Guardians,

Please find attached the Angus McKay Lunch Program (AMLP) registration package, which includes our Policies and Expectations document and two-page registration form. Please note:

- All fees for 2020-2021 must be paid in full before a student can register for the 2021-2022 school year.
- Students may not return to the playground before 12:40 if they are not registered for the Lunch Program and eating lunch at the school that day.

Please take time to closely review the Angus McKay Lunch Program Policies and Expectations. This document provides information about the purpose of the program, registration options and fees, methods of payment and behavioural expectations. Please keep this document for your records and future reference.

The second part of this package is the Angus McKay Lunch Program registration form. Please help us by completing this registration form and returning it, with appropriate payment, to the school.

- **REGISTRATION IS DUE MONDAY JUNE 14, 2021**
- **ONLY ONE REGISTRATION FORM PER FAMILY IS REQUIRED**

If you have any questions or concerns, or if you would like more information on becoming involved with the AMLP Committee, please contact Meagan Hiebert at AngusMcKayLunchProgram@gmail.com

Sincerely,

Angus McKay Lunch Program Committee

Angus McKay Lunch Program

Policies and Expectations

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POLICIES

PURPOSE

The Angus McKay Lunch Program is a not-for-profit organization dedicated to providing students with a safe, responsible, respectful environment for parents/guardians who choose to have their children supervised over the lunch break. Students not registered for the program will not be allowed to remain on school property during the lunch hour.

ABOUT THE PROGRAM

The Angus McKay Lunch Program Supervisors will monitor the classrooms and hallways while the children eat lunch (11:45-12:15). Please remind your child they must eat their lunch within this time as no food is allowed on the playground. The supervisors will then supervise the playground during the lunch recess (12:15- 12:45). Please ensure your child has appropriate clothing, during inclement weather students will remain supervised inside.

Students who do not participate in the lunch program may not return to school before 12:40 pm.

Students must provide their own lunches and will eat in their classroom or another specified lunchroom. This program does not provide any meals, spoons or forks and there are no microwaves available for heating lunches.

At Angus McKay, we want to make the school as safe as possible for all students. Please be aware that any foods that contain, or may contain, peanut or nut products are not permitted in the building or on school grounds. This includes products labelled as 'made in factory that produces nut products'. These products could have fatal results for children who have these allergies. Other classroom specific allergies will be communicated by the school.

The Lunch Program is not a fundraising venture; it is a not-for-profit organization. All the money collected is used to pay the wages of those hired to supervise, related training (i.e. CPR, first aid etc.), first aid supplies, equipment used and any other miscellaneous expenses related to the operation of the program. Funds from this program are managed in an Angus McKay Lunch Program bank account and are separate from any school accounts.

REGISTRATION

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 or the school website.

The user fee will continue to be payable on days where a child is involved in any extracurricular activities,

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whether that activity is organized by the school or an outside organization. If a child remains at the school during the lunch break, their user fee is payable.

LATE PAYMENT

In the event of late payment, the AMLP Treasurer, in consultation with School Administration, will implement the following policy:

1. The parent / guardian will receive a note / email reminding them that payment has been missed. Payment will be required the next school day.
2. At five (5) school days past due, the Treasurer 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 removed 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 number 2. above, the late payment 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 all outstanding fees in full.

NSF CHEQUES

Cheques returned for any reason will be considered as late payment and the policy outlined above for Late Payment will be followed. There will be a bank service charge for each NSF cheque received by the Lunch Program.

RECEIPTS

Receipts will be issued to parents/guardians in February for payments received September through December. An additional receipt will be issued in June for payments received January through June. They will be issued to the signature on the cheque(s). We are not responsible for lost receipts.

REFUNDS

There will be no refunds unless the student is transferring out of the school. In that event, the program requires written notification before the unused portion of the user fee will be refunded. If a child is away for an

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extended period due to special circumstances i.e. lengthy illness, a written request for a refund can be submitted to the AMLP committee for consideration. If a student is removed from the Lunch Program due to inappropriate behaviour, the AMLP committee may determine that no refund will be provided.

BEHAVIOUR MANAGEMENT

The River East Transcona School Division adheres to the “Code of Conduct” to promote a healthy school culture. The RETSD believes that all staff, parents and students have a responsibility to maintain a safe, caring and respectful environment where everyone has the right to be treated with dignity and respect. Students, parents and staff are to behave in a respectful manner and comply with this code.

Our School’s Lunch Program has some basic expectations that students are expected to follow so that we can maintain a safe, respectful and relaxing atmosphere for all lunchtime participants. These expectations are reviewed continuously with all students throughout the year.

From time to time, a small number of students find it difficult to follow the expectations of good behaviour for the Lunch Program. These students are given reminders and encouragement to behave. When concerning behaviour persists, then you have a right to know about it. Therefore, when a student is not following the lunch and / or playground expectations during the lunch break, the Lunch Program Coordinator, in consultation with School Administration, will implement the following procedure:

1. The Supervisor will speak to the student about the problem. An Incident Report may be filled out. If an Incident Report is filled out, it will be given to the Coordinator and Administration will be informed.
2. In the case of ongoing unacceptable behaviour or in the event of a serious incident, an Incident Report will be filled out, submitted to the Coordinator and the Administration will be informed. Administration will contact the parent / guardian to enlist their support. A continuum of strategies will be used as a response to lunch time behaviour issues. These could include verbal reminders, lunch recess time out or lunch in an alternative location.
3. Should the unacceptable behaviour continue or be of a serious nature, the student may lose lunch privileges. Parents would need to make other arrangements for their children during the lunch break. As per Divisional policy, any alternate arrangements are exclusively the responsibility of the parents / guardians.







Experience tells us that where a policy like this is in effect, students are careful to conduct themselves in a reasonable manner with very few students losing their privilege to have lunch at school.







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EXPECTATIONS

The Angus McKay Lunch Program would appreciate your cooperation in having your child follow the Lunch Program Matrix and the Playground Matrix listed below. These rules are in place to make the lunch break a safe and friendly place for all children attending the Lunch Program

LUNCH EXPECTATIONS		
Angus McKay Nessies		
TAKE CARE OF YOURSELF	Stay Seated While Eating 	TAKE CARE OF OTHERS
	Remain Seated (until 12:10) 	
	Eat Your Own Lunch Quietly 	TAKE CARE OF THIS PLACE
	Listen to <u>All</u> Supervisors 	
		Clean Up Your Area 
		Leave on Time and Go Outside (12:15) 

PLAYGROUND EXPECTATIONS		
Angus McKay Nessies		
TAKE CARE OF YOURSELF	Keep hands and feet to yourself 	TAKE CARE OF OTHERS
	Use kind words 	
	Welcome everyone and play fairly 	TAKE CARE OF THIS PLACE
	Listen to <u>all</u> supervisors 	
		Use equipment properly 
		Play in designated area 

Your child's signature on the registration form is his/her promise to abide by these rule

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Registration Form
2021 - 2022

FOR LUNCH PROGRAM USE ONLY

___ Full time ___ Casual

Payment:

Cash Cheque

Received Outstanding

➤ Only one form is required per family

Please print clearly

Child's Name	Date of Birth	Grade in 2020-21
		K - 5
		K - 5
		K - 5

ADDRESS _____

Postal Code _____ Home Phone _____

MOTHER/Guardian Name _____

Day Time Phone () - Cell () -

Email _____ @ _____

FATHER/Guardian Name _____

Day Time Phone () - Cell () -

Email _____ @ _____

Emergency contact (Parents will be contacted first)

Name _____

Relationship _____ Phone () -

SPECIAL INSTRUCTIONS FOR MY CHILD i.e. Allergies, medical concerns etc

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2021 – 2022

Payment options - * The Lunch Program user fees are based on \$1 per day

- Kindergarten – full time
 - 1 cheque \$90/child, dated September 5, 2021 or
 - 2 cheques \$45/child, dated September 5, 2021 and February 1, 2022

- Grades 1-5 – full time
 - 1 cheque \$183/child, dated September 5, 2021 or
 - 2 cheques \$91.50 /child, dated September 5, 2021 and February 1, 2022

- Students who are not full time but will be staying at lunch casually or for various clubs that are offered throughout the year will be charged \$1.00 / day and billed monthly. The option still requires you to fill out a registration form as emergency contact information and allergy information are essential for the program.

- Students staying only for Hot Lunch days will have no charge but must still fill out a registration form.

PLEASE MAKE ALL CHEQUES PAYABLE TO **ANGUS MCKAY LUNCH PROGRAM**

Payment can be made by one cheque per family. We prefer to receive payment by cheque as we are not responsible for lost or stolen cash.

ACKNOWLEDGEMENT

My child(ren) and I have reviewed the AMLP Policies and Expectations and we understand them.

I understand that if they are not followed, my child may lose the privilege of participating in the Lunch Program.

Date _____

Parent/Guardian Name _____ Signature _____

Student's Name _____ Signature _____

Student's Name _____ Signature _____

Student's Name _____ Signature _____