



Angus McKay Lunch Program

850 Woodvale Street Winnipeg MB R2K 2G8 Phone: 204-661-2378 Fax: 204-668-9283

Dear Parents / Guardians:

March 2019

Please find attached our Registration Package for the lunch program for the 2019 / 2020 school year. We encourage you to read through the Policies and Expectations, which explains our program and contains important information.

Here are a few things to note:

Any student staying at Angus McKay School during the lunch break, even if they plan to stay for Lego club, gymnastics, sports clubs, etc. needs to be registered with the Angus McKay Lunch Program (AMLP).

The AMLP Committee provides on-site supervision of students staying at the school during the lunch break. As lunch breaks are a parental responsibility, if your child is not registered in the AMLP you must make other arrangements for your child(ren) during the lunch break.

Please return a completed Registration Form for each of your children, along with the **applicable post-dated checks** through the school office no later than **June 21, 2019**. This will allow the AMLP Committee to appropriately plan for the number of Supervisors required for the first day of school in September, in order to provide a safe lunch break environment. If registration forms and payment are not received by said date, your child/children will not be registered for the lunch program and will not be allowed to stay on school property during the lunch hour.

Please note that:

- The annual user fee for a student registering as full time and staying at school during the lunch break is \$186.00 (\$1.00 a day for each school day of the year).
- The Kindergarten user fee is \$93.00
- The hot lunch user fee for a student staying for hot lunch only is \$0.00. The user fee for a student staying at the school during lunch break for Lego club, gymnastics club, etc. is \$1.00 per day and a letter will go home at the end of the month stating what is owed for that student to be eligible to stay the following month.

Information on registration and payment options can be found in Sections 1.03, 1.04 and 1.05 of the attached Registration Package.

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

The Angus McKay Lunch Program (AMLP) is dedicated to providing our students with a positive environment of respect, responsibility and safety, where parents/guardians may choose to have their children supervised over the lunch break.

ANGUS MCKAY LUNCH PROGRAM

POLICIES AND EXPECTATIONS

2019/2020

1.0 POLICIES

1.01 PURPOSE

The Angus McKay Lunch Program (AMLP) is dedicated to providing our students with a positive environment of respect, responsibility and safety, where parents/guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The AMLP is a user pay lunch supervision 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.

Supervisors, hired by the AMLP Committee, will monitor the classrooms and hallways while the children eat lunch (11:45-12:10). Please remind your child that they must eat their lunch within this time period. The Supervisors will then supervise the playground during the lunch recess (12:10-12:45). Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside.

Students who do not participate in the lunch program may not return to school before 12:45 pm. If students who are registered as Full Time for the lunch program go home for lunch, they are allowed to return to the school grounds **no earlier than 12:30pm** and must report their return to the lunch supervisor in the front office.

Students will provide their own lunches and will eat in their classroom or another specified lunchroom. This program does not provide hot meals. We do not supply spoons or forks.

There are no microwaves available for heating student lunches. One alternative for the students could be the usage of a thermal insulated container to transport food to school.

In accordance with River East Transcona School Division Anaphylaxis Avoidance Strategies, the AMLP is reminding parents / guardians to refrain from sending peanuts, peanut butter, peanut oil, nuts and products containing them to school. These products could have a fatal result for children with this allergy. This includes products that have the label "May contain nuts" and / or "Made in a factory that produces nut products".

The AMLP is not a fund raising venture. 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, any training required and for miscellaneous expenses related to the operation of the Lunch Program.

All funds from this program are managed in the AMLP bank account and are separate from any School bank accounts.

1.03 REGISTRATION

Registration forms will 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 post-dated checks, to the Angus McKay School Office.

Students currently in Kindergarten to Grade 4 – please return the Registration Form and applicable post-dated checks on or before, **JUNE 21, 2019**. If you would like to pay sooner that is acceptable as well.

One Registration Form is required for each student wishing to participate in the Lunch Program.

In order to provide for the safe supervision of all students during the lunch break, every student at Angus McKay School must be registered in the lunch program if they plan to stay at school during the lunch break.

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. Participation in the Lunch Program may be entered into at any time during the school year by returning a completed Registration Form and applicable payment to the school office.

1.04 REGISTRATION OPTIONS

Even if you think your child will stay at school for lunch only once (i.e. hot lunch), please complete a Registration Form for him / her and register as “Hot Lunch”. If your child’s use of the Lunch Program changes at any time during the school year, please let the coordinator know. There is no fee for those children only staying on hot lunch days.

Noon hour activities such as sports activities, music rehearsals, leadership positions and special interest clubs are run throughout the year. **Any child wishing to participate in these activities must either register for the lunch program or must eat lunch off of school property and return at 12:15 pm.** You will need to take this into consideration when registering for one of the payment options.

The user fee will continue to be payable on days where a child is involved in any extracurricular activity, whether that activity is organized by the school or by an outside organization. Basically, if a child remains at school during the lunch break, the user fee is payable.

There will be no exemptions for patrols, field trips, days your child is absent from school due to illness, vacations or other reasons, etc.

If your child is entering Grades K - 5 in 2019/2020 school year, the registration options are:

Full time - the student will regularly be eating lunch at school on a regular basis

Hot Lunch - the student will be eating lunch at school on hot lunch days or during special days i.e.: run club, gymnastics, etc.

NB. For all students entering Grade K to Grade 5, please carefully consider the number of days of supervision your child will require in considering the registration options. Refer to section 1.09 Refunds.

1.05 FEES and METHODS OF PAYMENT

Grades K – 5 student user fees for 2019 / 2020 are:

Full time: 1 check \$186.00 per child, dated October 1, 2019 or before.

2 checks \$93.00 per child, dated October 1, 2019 and February 1, 2020

Kindergarten: 1 check \$93.00 per child, dated October 1, 2019 or before

2 checks \$46.50 per child, dated October 1, 2019 and February 1, 2020

Hot Lunch: No payment required at this time.

For a student staying at the school during lunch break for Lego club, gymnastics club, etc. the user fee is \$1.00 per day and a letter will go home at the end of the month stating what is owed and will need to be paid for the student to be eligible to stay the following month

If at any time during the course of the school year, your child needs to change from Hot lunch only to full time, please contact Amanda Pottery at angusmckaylunchprogram@gmail.com. **At no time can you switch from full time to hot lunch only and receive a refund.** Please refer to section 1.09 Refunds.

There are emergency lunches available for \$5.00 if your child requires one. You will be billed at the end of the month.

All unpaid fees from the 2018/ 2019 school year must be paid in full before registration for the 2019 / 2020 school year will be accepted.

Payment may be made by one (1) check for all children in one family. Individual checks for each child are not required. **Please note child's / children's names on the check** to ensure payment is applied correctly to each student.

Checks are to be made payable to: **ANGUS MCKAY LUNCH PROGRAM.**

NB. If you have any questions or concerns about the registration process, please contact the AMLP coordinator –

Amanda Pottery at angusmckaylunchprogram@gmail.com

If your child will not be at the lunch program on a certain day, please call 204-661-4200 ext. 3901

1.06 LATE PAYMENT

In the event of late payment, the AMLP Coordinator, 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 Coordinator 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.

1.07 NSF CHECKS

Checks returned for any reason will be considered as late payment and the process outlined in 1.06 Late Payment, above, will be followed. There will be a service charge for each NSF check received by the Lunch Program.

1.08 RECEIPTS

Receipts will be issued to parents / guardians by the end of October for full payment and October and February for spilt payments, once all payments have been processed by our financial institution. Receipts will be issued to the signature on the check(s). If the name on the receipt is to be someone else, please contact the AMLP Coordinator, by sending an email to Amanda Pottery at angusmckaylunchprogram@gmail.com. We are not responsible for lost receipts.

1.09 REFUNDS

There will be no refunds unless the student is transferring out of the school. In that event, the unused portion of the user fee will be returned. Please send a written notification of the student

transferring out of the school to the Treasurer – Amanda Pottery, Angus McKay School Lunch Program.

2.0 EXPECTATIONS

The AMLP would appreciate your cooperation in having your child follow the Lunch Program Expectations listed below. These expectations are in place to make the lunch break a safe and friendly place for all children attending the Lunch Program. You will be notified if your child does not follow these expectations. If the behavior continues, your child may be removed from the Lunch Program. Please see the Behavior Management Policy below.

2.01 Please follow Angus McKay Lunch Program's / Angus McKay School's Expectations

If everyone follows these expectations all students at Angus McKay School will be safe and have fun.

NB. Parents have the responsibility to review and promote cooperation of these expectations with their child on a regular basis. Students who fail to cooperate with Lunch Program staff and / or to follow Lunch Program expectations may lose the privilege to remain in the Lunch Program. Your child's signature on the Registration Form is his / her promise to abide by these expectations.

2.02 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 behavior for the Lunch Program. These students are given reminders and encouragement to behave. When concerning behavior 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 behavior 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 behavior issues. These could include verbal reminders, lunch recess time out or lunch in an alternative location.
3. Should the unacceptable behavior 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.

NB. If you have any questions or concerns about the information contained in this Registration package, please contact the AMLP coordinator Amanda Pottery at angusmckaylunchprogram@gmail.com

FOR LUNCH PROGRAM USE ONLY

Student's Name _____

Teacher's Name _____

Room # _____

_____ Full Time _____ Part Time _____ Casual

ANGUS MCKAY LUNCH PROGRAM

GRADES K - 5 REGISTRATION FORM

2019 / 2020

CHILD'S NAME _____ Birth Date _____ Grade in 2019 / 2020 _____

mm/dd/yyyy

Address _____ Postal Code _____ Home Phone Number _____

MOTHER/GUARDIAN NAME _____ Employer _____

Day Time Phone Number _____ Cell _____ Email _____

FATHER/GUARDIAN NAME _____ Employer _____

Day Time Phone Number _____ Cell _____ Email _____

EMERGENCY CONTACT (Parents will be contacted first)

NAME _____ Relationship To Child _____

Address _____ Phone Number _____

SPECIAL INSTRUCTIONS FOR MY CHILD - i.e. allergies, medications, medical (medical alert bracelet for example)

Please notify the Lunch Program coordinator – Amanda Pottery at angusmckaylunchprogram@gmail.com immediately of any changes to the above information. If your child will not be attending lunch program on a certain day, please phone 204-661-4200 ext.3901

REGISTRATION OPTIONS

- Full time** - the student will regularly be staying for lunch at the school on a regular basis
- Hot Lunch** - the student will be eating lunch at school on hot lunch days only or if your child will only stay for any clubs that run during the lunch hour.

All unpaid fees from the 2018 / 2019 school year must be paid in full before registration for the 2019 / 2020 school year will be accepted.

My child will participate in the lunch program on the following basis (please check one):

Please carefully consider the number of days of supervision your child will require in considering the following registration options. Refer to section 1.09 Refunds.

___ **Full time:** ___ 1 check \$186.00 per child, dated October 1, 2019 or before.

___ 2 checks \$93.00 per child, dated October 1, 2019 and February 1, 2020 or before.

___ **Kindergarten:** ___ 1 check \$93.00 per child, dated October 1, 2019 or before

___ 2 checks \$46.50 per child, dated October 1, 2019 and February 1, 2020 or before.

___ **Hot Lunch** ___ no fee is required at this time.

For a student staying at the school during lunch break for Lego club, gymnastics club, etc. the user fee is \$1.00 per day and a letter will go home at end of the month stating what is owed and needs to be paid for that student to be eligible to stay the following month.

There are emergency lunches available for \$5.00 if your child requires one. You will be billed at the end of the month.

1. Please return a completed Registration Form for each child, along with post-dated checks to the School Office on or before **JUNE 21, 2019**. **Failure to send payment by June 21, 2019 will result in removal from the Lunch Program. If payment has not been made and your child continues to stay at the school, you will receive a phone call to pick up your child for the lunch hour.**

2. Please make checks payable to: **ANGUS MCKAY LUNCH PROGRAM**

Payment may be made by one (1) check for all children in one family. Individual checks for each child are not required. Please note child's/children's names on the check to ensure payment is applied correctly to each student.

ACKNOWLEDGEMENT

My child and I have gone over the attached 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 (please print)

Parent / Guardian Signature

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

Child's Name (please print)

Child's Signature

**If you have any questions or concerns about the Lunch Program,
please contact the Lunch Program coordinator – Amanda Pottery at
angusmckaylunchprogram@gmail.com**