

# BERTRUN E. GLAVIN LUNCH PROGRAM

POLICIES AND RULES

2020/2021

## 1.0 POLICIES

### 1.01 PURPOSE

The Bertrun E. Glavin Lunch Program is a non-profit organization dedicated to providing our students with a safe, caring and respectful environment where parents/guardians may choose to have their children supervised over the lunch break.

### 1.02 ABOUT THE PROGRAM

The Bertrun E. Glavin Lunch Program 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 Lunch Program Committee, will monitor the assigned spaces and hallways while the children eat lunch (11:45 - 12:15). 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 (12:15 - 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 12:35 pm.

**If your child is a full time user of the lunch program and will not be staying at school for a particular day, it is the parent's responsibility to notify the school to ensure the safety of the child.**

Do not send **cash** with your child to school. Please contact and make arrangements with Roxana De Paz, Lunch Program Coordinator.

Students will provide their own lunches and eating utensils and will eat in their assigned space. This program does not provide hot meals; however microwaves have been made available for your child's use under the supervision of the lunch program staff.

Students are not allowed to leave the school or school grounds during the lunch period unless written and signed permission is provided by the parent/guardian requesting the child to do so. Please send your written and signed permission to the Bertrun E. Glavin School office.

Bertrun E. Glavin School **makes every effort to protect students with life threatening allergies from exposure to known allergens.** Please be aware that foods or snacks containing peanut or nut products are not permitted in the school or on the playground. 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 Lunch Program 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 Bertrun E. Glavin School Fund Account.

### 1.03 REGISTRATION

Students may participate in the Lunch Program by returning a completed Registration Form and applicable post-dated cheques to the Bertrun E. Glavin School Office on or before **Friday, June 5, 2020**. One Registration Form is required for all children in the same family 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. 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

To maintain the operation of the Lunch Program, there will be no days or reasons where the user fee is not required. 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. **There will be no exemptions for patrols, field trips, days your child is absent from school due to illness or other reasons, etc.**

Even if you think your child will stay at school for lunch only once, please complete a Registration Form and register as "Casual". If your child's use of the Lunch Program changes at any time during the school year, please let the Coordinator know.

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

Casual            - the student will be eating lunch at home every day, but may need to stay at school for lunch from time to time

***\*\*\*All unpaid fees from the 2019/2020 school year must be paid before registration for the 2020/2021 school year will be accepted.\*\*\****

1.05 FEES and METHODS OF PAYMENT

The Lunch Program user fees for 2020/2021 are as follows:

**Full time:                          KINDERGARTEN**

- 1 cheque        \$93.00 per child, dated September 15, 2020; **OR**
- 2 cheques        \$46.50 per child, dated September 15, 2020 & February 15, 2021; **OR**
- 8 cheques        \$11.66 per child, dated September 15, 2020 and \$11.62 per child, dated the 15<sup>th</sup> of each of the next seven months October 2020 to April 2021.

**Full time:                          GRADE 1 – GRADE 5**

- 1 cheque        \$186.00 per child, dated September 15, 2020; **OR**
- 2 cheques        \$93.00 per child, dated September 15, 2020 & February 15, 2021; **OR**
- 8 cheques        \$23.25 per child, dated September 15, 2020 and the 15<sup>th</sup> of each of the next seven months October 2020 to April 2021

**Casual:**        1 cheque        \$10.00 per child, dated on or before September 15, 2020 - provides for 10 days (equivalent of one day per month) of staying at school during the lunch break (you will be advised should this amount be totally used).

We prefer to receive payment by cheque or money order as we are not responsible for lost or stolen cash. Payment may be made by one (1) cheque or money order for all children in one family. Individual cheques or money orders for each child are not required. Please note child's/children's names on the cheque or money order to ensure payment is applied correctly to each student. Cheques or money orders are to be made payable to:

**BERTRUN E. GLAVIN SCHOOL**

**If you have any questions or concerns about the registration process, please contact Roxana De Paz, Lunch Program Coordinator at 204- 669-1277.**

## 1.06 LATE PAYMENT

In the event of late payment, the Lunch Program 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 parent/guardian will receive a note/email reminding them that payment is now 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 their child will be removed from the Lunch Program.
3. At ten (10) school days past due, or at the specified date set in 2. above, the late payment will be viewed as a parental decision to no longer use the services of the Lunch Program. The child will be removed from the Lunch Program and the parent/guardian will need to make alternate arrangements for their child during the lunch break. School administration will be notified. Should the parent/guardian wish, their child may participate in the Lunch Program again by paying all outstanding fees in full.

## 1.07 NSF CHEQUES

Cheques 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 \$10.00 service charge for NSF cheques received by the Lunch Program. **After one (1) NSF cheque, payment arrangements must be made in advance with Roxana De Paz, Lunch Program Coordinator, for the remainder of the school year.**

## 1.08 RECEIPTS

Receipts will be issued to parents/guardians in December and June. They will be issued to the signature on the cheque(s). Please contact Roxana De Paz, Lunch Program Coordinator at 204-669-1277, if the name on the receipt is to be someone else. We are not responsible for lost receipts and duplicates will not be issued.

## 1.09 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. Please send a written notification of the student leaving the school to Roxana De Paz, Lunch Program Coordinator.

## 2.0 RULES

The Bertrun E. Glavin 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. You will be notified if your child does not follow these expectations. If the behaviour continues, your child will be removed from the Lunch Program. Please see the Behaviour Management Policy below.

### 2.01 Please follow Bertrun E. Glavin Lunch Program's/Bertrun E. Glavin School's Expectations

1. Good manners are the general rule
  - No physical violence – hitting, fighting, etc
  - No verbal abuse – swearing, name calling, etc.
  - Respect for the Lunch Program staff, other adults and students and other people's property.
2. Lunches cannot be traded or shared.
3. Students must remain seated while eating.
4. Students should talk in low tones – inside voices.
5. Students must request permission to leave the classroom.
6. Students are to follow direction from the lunch supervisor.
7. Lunch students are not allowed to leave the schoolyard during the lunch hour.

*If everyone follows these simple rules all students  
at Bertrun E. Glavin will be safe and have fun.*

- NB. Parents have the responsibility to review and promote cooperation of these rules and expectations with their child on a regular basis. Students who fail to cooperate with Lunch Program staff and/or to follow Lunch Program rules and 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 rules.

### 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 rules and expectations that students are expected to follow so that we can maintain a safe, orderly 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 rules 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 classroom/school 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. A report will be filled out and given to the Coordinator.
2. In the case of ongoing unacceptable behaviour or in an event of a serious incident, a report will be filled out, submitted to the Coordinator and the administration will be informed. The Coordinator will call 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. If the unacceptable behaviour continues, the student will lose lunch privileges for up to three days. Parents will be contacted by telephone and a letter will be sent home. At this time parents will be advised that any further incidents will result in an indefinite suspension from the lunch program. 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.

*If you have any questions or concerns about the information contained in this Registration package, please contact the Roxana De Paz, Lunch Program Coordinator at 204-669-1277.*

### **COVID-19 – UPDATE**

**\*\*\*\*Bertrun E. Glavin will have half of the student population enrolled in the lunch program outside for the first half of lunch, while the others eat during the second. Students will eat in their classrooms and remain in their designated seats. No microwaves will be available for student use. Only students who have paid for the lunch program are able to stay for the lunch program. Outstanding accounts must be paid in full prior to 2020-21 registration. Students going home for lunch should plan on returning to Bertrun E. Glavin no earlier than 12:40 pm. Upon returning to the school grounds students should go directly to the door their class enters to wait for their teacher in the designated zone. It is important returning students do not join other cohorts in allocated zones on the playground.\*\*\*\***