



## Dr. Hamilton LUNCH PROGRAM



The Dr. Hamilton Lunch Program is a non-profit organization dedicated to providing our students with a safe, responsible, respectful environment for parent/guardians who choose to have their children supervised over the lunch break.

Dear Parents and Guardians,

Please review this package to familiarize yourself with how the Lunch Program operates at Dr. Hamilton School. All students remaining at school over the lunch hour must be formally registered by completing this package.

Included Are:

- Program Information
- Fees and Payment options
- Expectations of students, parents/guardians, lunch supervisors
- Registration Form

**❖ REGISTRATION IS DUE MONDAY JUNE 4, 2018, ONLY ONE REGISTRATION FORM PER FAMILY IS REQUIRED**

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### **ABOUT THE PROGRAM**

The Dr. Hamilton Lunch Program Supervisors, will monitor the classrooms and hallways while the children eat lunch (12:15-12:45). Please remind your child they must eat their lunch within this time. The supervisors will then supervise the play ground during the lunch recess (12:45-1:10). Please ensure your child has appropriate clothing, during inclement weather students will remain supervised inside.

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

At Dr. Hamilton, we want to make the school as safe as possible for all students. Please be aware that any foods contain, or may contain, peanut or nut products are not permitted in the building or on school grounds. These products could have fatal results for children who have these allergies.

The Lunch Program is not a fundraising venture, it is a non-profit organization. All the money collected is used to pay the wages of those hired to supervise, training required, equipment used and any other miscellaneous expenses related to the operation of the program. Funds from this program are managed in a Dr. Hamilton Lunch Program bank account and are separate from any other 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.

Students living greater than 1.6 km from the school who are bussed free of charge, along with specific special needs students, are exempt from any fees related to the Lunch Program. This is because the division is obligated to transport them and their fees are paid for by the division. To view the divisional policy, please visit [retsd.mb.ca](http://retsd.mb.ca) and see policy JLIA.

The user fee will continue to be payable on days where a child is involved in any extracurricular activities, 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 Lunch Program Coordinator, in consultation with School Administration, will implement the following policy:

- The parent/guardian will receive a reminder that payment has been missed, if payment has not been received a phone call will be made home
- The coordinator will decide with the parent/guardian to pay all outstanding fees by a specific date. If payment is not received by the time agreed upon, the outstanding account will be forwarded to the school administration and the child will be removed from the Lunch Program. The parent/guardian will need to make alternate arrangements for their child during the lunch hour. Should the parent/guardian wish, their child may participate in the Lunch Program again by paying all outstanding fees in full.

- 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 unused portion of the user fee will be returned. This does not apply to Grade 5 graduating students. If a child is away for an extended period due to special circumstances i.e. lengthy illness, a written request for a refund will be considered by the DHLP committee. If a student is removed from the Lunch Program due to inappropriate behaviour, the DHLP 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.

In the case of a student not following the “Code of Conduct”, a series of 3 letters will be sent home for parents/guardians to sign and return acknowledging the behaviour. The third letter will result in your child being suspended from DHLP for a specified amount of time, where the child will need to be removed from school property from 12:15-1:10pm.


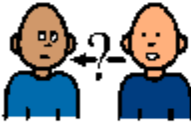







**If you have any questions or concerns about the information contained in this registration package, please contact the Dr. Hamilton Lunch Program Co-ordinator @ 204-661-2500**

## RULES AND EXPECTATIONS

The Dr. Hamilton Lunch Program would appreciate your cooperation in having your child follow the Lunch Program 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

### *Expectations for Lunch Time* at Dr. Hamilton School

At LUNCH TIME at Dr. Hamilton we...

B E S A F E	Keep hands & feet to self 	B E R E S P O N S I B L E	Ask for permission to leave the room 	B E R E S P E C T F U L	Listen to the lunch supervisor & monitors 
	Eat your own food 		Clean up after eating 		Follow directions the first time <b>1</b>
	Stay in your own seat 		Do a quiet activity in your own seat 		Use your indoor voice 
			Be ready to go outside by 12:40 		

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

**Dr. Hamilton Lunch Program  
Registration Form 2018/2019**

❖ **One form per family required**

CHILD(S) NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade 18/19 \_\_\_\_\_  
\_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade 18/19 \_\_\_\_\_  
\_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade 18/19 \_\_\_\_\_

FAMILY ADDRESS \_\_\_\_\_

Postal Code \_\_\_\_\_ Home Phone \_\_\_\_\_

MOTHER/Guardian Name \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

FATHER/Guardian Name \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

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

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**YOU ARE NOT REQUIRED TO PAY THE FOLLOWING USER FEES IF:**

- You live more than 1.6 km from the school and your child is already bussed to school free of charge
- You have a child with a disability
- You live in an area deemed a “Hazard” by the RETSD, see Policy EEA-3

The Lunch Program user fees for 2018/2019 are based on \$1 per day

Payment options are as follows

- 1 cheque \$186/child, dated September 5, 2018 or before
- 2 cheques \$93/child, dated September 5, 2018 and February 1, 2018
- 10 cheques Post-dated for the 1<sup>st</sup> or each month, Sept-June, in the following amounts

Sept \$18	Dec \$15	Mar \$16	Jun \$21
Oct \$19	Jan \$18	Apr \$20	
Nov \$21	Feb \$16	May \$22	

❖ **Kindergarten students will pay \$93 for the full year, or two payments of \$46.50**

**PLEASE MAKE ALL CHEQUES PAYABLE TO DR. HAMILTON LUNCH PROGRAM**

We prefer to receive payment by cheque as we are not responsible for lost or stolen cash. Payment can be made by one cheque per family. Please note child(s) names on the cheque to ensure payment is applied correctly.

**ACKNOWLEDGMENT**

My child and I have gone over the attached Policies and Rules 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 \_\_\_\_\_

