



2018/2019 Grade 1-5 Lunch Program Package

Every Student MUST Complete and Return the

Registration Form at the back of this booklet by June 7th

Welcome Lunch Program Parents/Guardians,

The Donwood School Lunch Program is a service offered to families who are in need of lunch hour supervision for their child(ren). *The school division policy states "it is the parental responsibility for lunch supervision" therefore staying at school during the lunch hour is a privilege and those registered must follow all rules of the program.* The program has been developed to support those families who are not home during the day and are prepared to pay for that service. Enclosed you will find our program outline and policies.

Children whom are exempt from Lunch Program fees are:

- ❖ those whom the division is obligated to transport- which are students in rural areas - East St. Paul and St. Clements municipalities, who also live more than 1.6 km away from their designated school
- ❖ students with special needs.

The School Division will provide funds to Lunch Programs to supervise these students.

Children who are required to pay/volunteer for the Lunch Program are:

- ❖ all students who stay over the midday break and do not belong to one of the categories listed above
- ❖ students who have exercised the "Schools of choice"

The Lunch Program will have one supervisor per two classrooms working daily. This will consist of a combination of paid staff and/or volunteers. They will monitor the students from 11:45-12:15 while eating their lunch in their classroom, and from 12:15-12:45 while on the playground. As well, one Donwood staff member will be actively supporting the Lunch Program daily. Paid Supervisors and volunteers are required to clear the Child Abuse Registry of the City of Winnipeg and complete a confidentiality waiver form. Paid full-time employees will be trained in First Aide and must obtain a Criminal Record Check.

The Lunch Program's goal is to provide a well-supervised and therefore safe environment for the students. In order to accomplish this, personal information may need to be shared by the School with the Lunch program as it might relate to health care and supervision issues at lunch. Student specific training is provided to staff as needed.

Students will provide their own lunch and cutlery. There are no microwaves available for heating food.

If at any time you have any questions or concerns, I can be contacted either in writing (addressed to the "Lunch Program") or through a phone message left on my voice mail at 204-661-4200 ext 3262.

Janice Garofalo - Donwood Lunch Program Director

Donwood School Lunch Program - Program Outline

400 Donwood Drive Phone 668-9438

Our Program consists of students on a

- Full-time basis
- Part-time/casual basis

(If your child will be participating in noon hour sports, music or leadership activities, they must be registered and have a payment plan in place.)

You will have a choice of three methods by which to register your child for Lunch Program.

1) Full Time "Pay in Full" or "Monthly Pay"

Students can register for either of the two options.

Very Important - If your child is registered as a full time lunch student, they are expected to be at school every lunch hour. If they have been at school, but will not be at school over the lunch hour for any reason, you are required to call 204-661-4200 ext. 3262 and leave a message advising the Lunch Program they will be absent.

Annual Pay - \$186.00

1 payment option -

Cheque- can be dated either July 2nd/18, or Sept. 5th/18

Cash- can be paid by June 8th with your registration or by Sept. 5th/18

2 payment option -

Cheque - one cheque for \$100.00, dated July 2nd/18, or Sept. 5th/18
AND 1 cheque for \$ 86.00 dated Jan. 18th/19

Cash - \$100 included with registration or by Sept. 5th/18
AND \$86.00 no later than Jan. 18th/19

Cheques should be made payable to "Donwood Lunch Program" & your child's name printed on "memo line."

Receipts will be issued at the end of February & June.

Monthly Pay - This option is based on the number of days in each month and requires parents to provide **10 post-dated cheques** to pay for their child's lunch supervision. ****Cash payments must also follow the due dates.**

Payment due dates are as follows:

(September can be included with this registration or as below)

September	\$ 18.00	Dated Sept. 5, 2018
October	\$ 20.00	Dated Sept. 20, 2018
November	\$ 20.00	Dated Oct. 19, 2018
December	\$ 15.00	Dated Nov. 20, 2018
January	\$ 19.00	Dated Dec. 20, 2018
February	\$ 18.00	Dated Jan. 18, 2019
March	\$ 15.00	Dated Feb. 20, 2019
April	\$ 20.00	Dated Mar. 20, 2019
May	\$ 22.00	Dated Apr. 18, 2019
June	\$ 19.00	Dated May. 17, 2019

****Be sure to place your child's name on the bottom left corner of each cheque.****

Receipts will be issued in February for payments received from September to December.

Receipts will be issued in June for payments received from January to June.

****Note:** Not all parents qualify to claim Lunch Supervision as a deduction. Please refer to the Canada Revenue Agency to determine if you meet the criteria.

As these plans are designed for families who are requiring the services of the Lunch Program daily, refunds will not be issued at the end of the year for missed days, unless special circumstances have occurred. i.e. Lengthy illness etc. In this case, a written request for a refund will be considered by the board.

2) Casual or Part-Time User: This option is available to families that don't require daily use of the lunch program. Students who only stay for special programs or hot lunch days need to register for this option. Please be advised, with this option, you agree that the expectation is your child will commonly have alternate arrangements for lunch supervision in place outside of the school premises. **Therefore, we will not be providing follow-up measures (phone call home) should your child be absent during lunch.**

TICKETS MUST BE PURCHASED and one sent with your child on the day(s) that they remain at school for lunch.

Sheet of 10 tickets-1 per lunch Fee : \$10.00

Sheet of 20 tickets-1 per lunch Fee : \$20.00

****Lunch supervisors/volunteers should NOT be accepting cash payments daily. Tickets must be purchased. Any unused tickets can be used the following year. Please purchase tickets by June 7th if you will be using this option next year. Additional tickets can be purchased throughout the school year as needed.**

3) Volunteer Option:

You may choose to volunteer in the lunch program in lieu of payment for your child's lunch fees. You would be required to volunteer two lunch hours per month per grade 1-5 student, (and one lunch hour per month per Kindergarten student.) This would cover any amount of lunch hours your child requires supervision during that month. A calendar will be sent home on the 10th day of each month. You MUST return it to the school by the 15th of the month stating which day or days you would like to volunteer in the upcoming month. Failure to return the calendar by the required date would require you to be responsible to pay the necessary fee for that month. Failure to complete a scheduled volunteer shift would result in a fee per missed shift being charged, based on that month's rate.

The Lunch Program director and school administration will have complete discretion which classrooms will be allowed parent volunteers.

****If you would like to assist a "family in need", you can volunteer additional days and donate it to the program. It would then be applied confidentially to another student's account. Please indicate on space provided on monthly calendar.****

****Important** - Parents (new & returning) wishing to use this option will be required to attend a MANDATORY training session. New parents will be scheduled for September dates after training is completed. Please choose one of the following dates:

Tuesday	Sept. 11 th , 2018	1:00 p.m.	"New Parent Volunteers"
Tuesday	Sept. 11 th , 2018	6:00 p.m.	"New & Returning Volunteers"
Wednesday	Sept. 12 th , 2018	1:00 p.m.	"Returning Parent Volunteers"

****Must attend the session in full to receive credit.**

****Failure to complete the session will result in a disqualification from this option and monthly post-dated cheques would then be required.**

Additional training sessions will be held in January for any new families to Donwood School and parents wishing to start volunteering. Dates to be advised upon request.

*****Important:** Repeated failure to fulfill your shifts once scheduled may result in your child being removed from the "Volunteer" option and moved to the "Pay" option.

Exempt Students & Those Going Home - Exempt students and those going home are still required to complete & return the registration form at the back of this information booklet by June 7th, 2018.

Donwood School Lunch Program

400 Donwood Drive Ph. 668-9438

Lunch Time Routines & Rules

Please review these rules & routines with your child to better help him/her understand what acceptable behaviour is at lunch time.

Routines:

1. At 11:45 children are to wash their hands prior to eating their lunch.
2. Students are to remain seated while eating until 12:00.
3. At 12:00, students may put their lunch garbage away and return their lunch kits to their backpack
4. Students will take turn washing classroom desks.
5. Students can play until 12:15 with activities supplied by the classroom teacher.
6. Students are dismissed at 12:15 by the Lunch Supervisor to go outside until 12:45.

****Kindergarten routine may be modified as necessary**

Rules:

- Students are expected to follow the Lunch hour routine as stated above.
- Students must keep voice level at an appropriate indoor volume.
- Children are not to share food and uneaten items should be taken home.
- Students must be respectful to classmates and supervisors at all times.

Inappropriate Behaviors & their Consequences:

Students will be given a verbal reminder before a "Lunch Note" will be sent home, unless a repeat behavior, informing parents/guardians that there has been a concern/situation at lunch. If a lunch note is issued, parents are asked to discuss with their child, sign and return the notice the following day.

****Failure to return a signed note does not negate the consequences****

If physical aggression against another person has been displayed, an immediate notice will be given. Depending on the severity of the incident, it may be moved up to a "2nd notice" automatically and/or disciplinary actions may be taken by administration.

Should a second notice be required in the same term, the student will be required to eat lunch in an alternate eating space the full hour for 2 days.

Should a third notice be required in the same term, the student will be suspended from the lunch program for 5 lunch hours. This means that your child will not be permitted to eat lunch at school and you will be required to make alternate arrangements for your child's lunch supervision outside of the school premises. **This is the parents' responsibility.**

Should a 4th notice be required in the same term, it may result in that student being permanently removed from the Lunch Program for the remainder of the year.

Donwood School Lunch Program Policies

1. **All Students** must complete a registration form prior to June 7th, even those that are not required to pay, or will not be using the program,
2. If paying in full, payments must be received no later than Sept. 5th, 2018.
3. Monthly payment option - postdated cheques must be received with your child's registration by June 7th, 2018. Cash payments are required to follow the same due dates, with September being paid the 1st day of school or included with your registration.
4. Volunteer option - a training session must be attended. Failure to attend the entire training session would require fees to be paid. There is no guarantee you will be in your child's classroom.
5. We request that payments are made by cheque. If cash payments are necessary, we request that they are walked into the school office by parents/guardians. Lunch Program will not be held responsible for any payment that has been brought to school by a student that is lost or goes missing
6. Change is NOT provided. Any overpayment will be applied to the following month.
7. There will be a \$15.00 service charge for every returned/NSF cheque.
8. Casual user option - tickets MUST be purchased. Daily cash payments should not be sent with your child. Change will NOT be provided. Follow-up measures will not be taken should your child be absent at lunch with this option.
9. Students on "Casual User" plan are required to pay for Hot Lunch days, Intramural days, and when joining Lunch hour Clubs, as supervision is being provided.
10. Students who are Patrols or Lunch Monitors are required to pay. Extra time will be provided to finish their lunches should they need.
11. Any child on a field trip over the lunch hour is not required to pay if the classroom teacher will be responsible to supervise them.
12. Nut Allergies: As we attempt to make our school as safe as possible for all students, please refrain from sending lunch items that contain any type of nuts. Please label sandwich if made with something that can easily be mistaken for peanut butter. Note: Nutella contains nuts and should not be sent to school.

Policies continued

13. If your child goes home for lunch, they should not return prior to 12:30p.m. or payment of \$ 1.00 will be charged.
14. Notification in writing must be forwarded if the registration option is being changed. For example, changing from Full time to Casual etc.
15. Arrears - you will receive a letter from the Lunch Program Director. If payment is not received and the account is not returned to "good standing," we will assume you no longer require the service. A final notice will be sent home and you will be required to make alternate arrangements for your child's lunch supervision outside school premises. This is the parents' responsibility
16. Children receiving two lunch notices due to unacceptable behaviors will spend the proceeding two lunch hours in an alternate location within the school. Children receiving three lunch notices due to unacceptable behaviors will be suspended from the Lunch Program for 5 lunches. Parents will be responsible to make arrangements for supervision outside of the school premises.

GRADE 1-5

Donwood School Lunch Program Registration Form 2018-2019

400 Donwood Drive Phone 204-668-9438

****All students must complete...whether using program or not or exempt****

Name _____ Name _____
Grade (2018/2019) _____ Grade (2018/2019) _____

Name _____
Grade (2018/2019) _____

Check one option:

FULL TIME

Pay in Full:

- Payment in full : is attached _____ Will be paid on Sept.5th/18 _____
- 2 cheques : They are attached _____ Will be paid on Sept.5th/18 _____
- 2 cash payments : \$100.00 cash is included _____ Will be paid on Sept.5th/18 _____

Registered as Full time, Exempt & Volunteer
These students are expected to be at school every lunch hour. If they have been at school, but will not be at school over the lunch hour for any reason, you are required to call 204-661-4200 ext 3262 and leave a message advising the Lunch Program they will be absent.

Monthly Pay:

_____ I am paying monthly and have included my 10 post-dated cheques. (My child's name is printed on the memo line.)

_____ I am paying cash and realize it is my responsibility to ensure my payments are received by the due dates listed in the package

VOLUNTEER

_____ Yes, my child(ren) will be staying at school during the lunch hour and I would like to volunteer to offset my fees. I understand I am required to complete a mandatory training session or I will be unable to carry on with this option. I understand that I am required to complete two shifts per child per month and I am not guaranteed to be in my child's classroom. I will be billed should I not complete the number of shifts required. I will attend the training session on _____ (date) at _____ (time)

Donwood Lunch Program Registration Form con't

CASUAL or PART-TIME – (TICKETS MUST BE PURCHASED)

_____ Yes, my child will be staying at school during the lunch hour on a part time or casual basis. I am purchasing tickets. Please find enclosed money for _____ tickets. I acknowledge that with this option, the expectation is that my child will commonly have alternate arrangements for lunch supervision in place outside of the school premises. Therefore, follow-up measures (a phone call) **will not** be provided should my child be absent during lunch. I further realize that my child should not return prior to 12:30 when coming home for lunch or I will be required to pay for supervision.

EXEMPT

_____ Yes, my child(ren) will be staying at school during the lunch hour. We are not required to pay as we reside in either East St. Paul or St. Clements municipalities & live more that 1.6 km away from our designated school or my child has special needs & the School Division is obligated to bus him/her. My address & postal code is _____.

SERVICE NOT REQUIRED

_____ No, my child will not be requiring the services of the Lunch Program. I realize that my child should not return prior to 12:30 or I will be required to pay \$1.00 for supervision.

Important -By signing below, I acknowledge that I have read the registration package and accept the program's rules and policies. I also confirm that I have reviewed the Rules & Routines page with my child/ren.

I understand it is my responsibility to complete a new Registration form should I decide to change the option I have chosen on this Registration form.

Print- Parent/Guardian _____ Cell _____

Print- Parent/Guardian _____ Cell _____

Home Phone # _____ E-Mail _____

Signature _____