



## 2020/2021 **Grade 1-5** Lunch Program Package

**Every Student MUST Complete and Return the**

**Registration Form at the back of this booklet by Sept.11<sup>th</sup>**

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, or risk being removed.* 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 specific needs.

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

Children who are required to pay 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 assigned to no more than 60 students each day. They will monitor the students from 11:45-12:45 while eating their lunch in their classroom, and while on the playground. Supervisors are required to clear the Child Abuse Registry of the City of Winnipeg and complete a confidentiality waiver form. 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. Lunch Program is not responsible for missing cash payments. If sending cash, please advise teacher through email.**

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

## Grades 1-5

### 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 choices 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 (Preferred) - can be dated either Sept.11<sup>th</sup>/20, or Sept.18<sup>th</sup>/20  
Cash-can be paid with your registration, or by Sept.18<sup>th</sup>/20

2 payment option -

Cheques - one cheque for \$100.00, dated Sept.11<sup>th</sup>/20, or Sept.18<sup>th</sup>/20  
**AND** 1 cheque for \$ 86.00 dated Jan. 20<sup>th</sup>/21

Cash - \$100 included with registration or by Sept.18<sup>th</sup>/20  
**AND** \$86.00 no later than Jan. 20<sup>th</sup>/21

**\*\*Lunch Program is not responsible if cash payments are lost or go missing. Please email teacher to advise when sending cash in backpack.**

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	\$ 17.00	Dated Sept.11, 2020	<b>**Be sure to place your child's name on the bottom left corner of each cheque.**</b>
October	\$ 20.00	Dated Sept.18, 2020	
November	\$ 19.00	Dated Oct. 20, 2020	
December	\$ 13.00	Dated Nov. 20, 2020	
January	\$ 20.00	Dated Dec. 15, 2020	
February	\$ 18.00	Dated Jan. 20, 2021	
March	\$ 19.00	Dated Feb. 19, 2021	
April	\$ 19.00	Dated Mar. 19, 2021	
May	\$ 20.00	Dated Apr. 20, 2021	
June	\$ 21.00	Dated May. 20, 2021	

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 Sept.20<sup>th</sup> if you will be using this option. Additional tickets can be purchased throughout the school year as needed.

**3) 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 Sept.11<sup>th</sup>, 2020.

**4) Volunteer Option: NOT BEING OFFERED AT THIS TIME**

## **Revised Lunch Hour Plan**

### Cohort 1

1 Penner  
2 Northcliffe  
3 Rempel (Rosenby)  
3/4 Degen  
4/5 Von Hacht  
4/5 Wurmman

### Cohort 2

1 Schroeder / 1 Feuer  
2/3 Johannesson  
2/3 Koehn  
2/3 Klassen  
4/5 Taylor  
4/5 Laurin

Cohort 1 - will go outside the first half and eat the second half of lunch.  
Cohort 2 - will eat first half and go outside the second half of lunch.

Within the larger cohorts, each hallway has been divided into grade level cohorts. Each grade level cohort will have a designated play zone in the playground to prevent mixing with other grade level groups within the cohort. Each hallway will also have a designated exit/entrance.

Our water fountains, which are not touchless, have been closed off and bagged so that they cannot be used. Students are asked to bring their own labelled bottle of water to school, and these should not be shared. We recommend that you send extra water for your child each day.

Each cohort group will have a designated play area for outdoor time. Play zones will be rotated throughout the school cycle to allow for different play options. All staff will support students in knowing their designated area.

Each classroom will have their own designated recess equipment which will be cleaned at the end of each day.

Students who go home for lunch should be returning just prior to the end of lunch bell (12:45) and must go directly to their cohort's assigned location upon returning to school.

Administration and Lunch Coordinators will be in regular communication regarding the lunch program and its operations. Lunch Supervisors will work with as minimal cohorts as possible.

Hot Lunch program will be suspended at this time.

# 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:

Classrooms will be divided into 2 groups. Group 1 will go outside for the first 30 minutes, then come inside to eat their lunch for the remaining 30 minutes. The other, Group 2 will eat for the first 30 minutes, then go outside for the remaining 30 minutes.

1. Children are to wash their hands prior to eating their lunch.
2. Students are to remain seated for the entire half hour eating time
3. After eating, students may put their lunch garbage away and return their lunch kits to their backpack.
4. Students will then have time to color, draw, read, or other activities at their desk
5. Students will have 30 minutes to be outside in their designated space.

**\*\*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 (usually) 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 "2<sup>nd</sup> 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 4<sup>th</sup> 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 Sept.11<sup>th</sup>, **even those that are not required to pay, or will be going home.**,
2. If paying in full, payments must be received no later than Sept.18<sup>th</sup>, 2020.
3. Monthly payment option - postdated cheques must be received with your child's registration by Sept.11<sup>th</sup>, 2020. Cash payments are required to follow the same due dates, with September being included with your registration.
4. We request that payments are made by cheque. If cash payments are necessary, we request that you email the classroom teacher to advise him/her to remove from backpack. **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.**
5. Change is NOT provided. Any overpayment will be applied to the following month.
6. There will be a \$15.00 service charge for every returned or NSF cheque.
7. 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.**
8. 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.
9. Students who are Patrols or Lunch Monitors are required to pay. Extra time will be provided to finish their lunches should they need.
10. 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.
11. Nut Allergies: As we attempt to make our school as safe as possible for all students, please refrain from sending lunch items that contain or "may 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.
12. If your child goes home for lunch, they should not return prior to 12:30p.m. or payment of \$ 1.00 will be charged.
13. Notification in writing must be forwarded if the registration option is being changed. For example, changing from Full time to Casual etc.

## Policies continued

14. 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.
  
15. 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. Children receiving a fourth lunch notice due to unacceptable behaviors may be removed from lunch program.

# GRADE 1-5

## Donwood School Lunch Program Registration Form 2020-2021

400 Donwood Drive Phone 204-668-9438

**\*\*All students must complete and return by Sept.11,2020...whether using program, going home, or exempt\*\***

Name \_\_\_\_\_ Name \_\_\_\_\_  
Grade (2020/2021) \_\_\_\_\_ Grade (2020/2021) \_\_\_\_\_

Name \_\_\_\_\_  
Grade (2020/2021) \_\_\_\_\_

Check one option:

### **FULL TIME**

**Pay in Full: \$186.00**

#### **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.

- Payment in full : is attached \_\_\_\_\_ **or** will be paid on Sept.20<sup>th</sup>/20 \_\_\_\_\_
- 2 Payment Option - **cheques** : They are attached \_\_\_\_\_ **or** be paid on Sept.20<sup>th</sup> /20 \_\_\_\_\_
- 2 Payment Option - **cash** : \$100.00 **cash** is included \_\_\_\_\_ ,  
**or** will be paid on Sept.20<sup>th</sup>/20 \_\_\_\_\_

### **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

### **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.



# Donwood Lunch Program Registration Form con't

## 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 than 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.

## VOLUNTEER - NOT OFFERED AT THIS TIME

**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 \_\_\_\_\_