



École Centrale Lunch Supervision Program

604 Day Street, Winnipeg, MB, R2C 1B6 • Telephone 204.958.6426 , Fax 204.222.4873

May 17, 2018

Re: 2018 / 2019 Lunch Program Registration

Dear Parent / Guardian:

Please find attached our Registration Package for the lunch program for the 2018 / 2019 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 child staying at École Centrale during the lunch break, even once, needs to be registered with the École Central Lunch Supervision Program (ECLSP).
- The ECLSP provides on-site supervision of students at the school during lunch hour. As lunch breaks are a parental responsibility, if your child is not registered in the ECLSP you must make other arrangements for your child(ren) during the lunch break.
- The user fee for the 2018 / 2019 school year will be 130.00 per year per student. Please note that:
 - Information on registration and payment options can be found in Sections 1.04 and 1.05 of the attached registration package.
 - In line with École Centrale's support of the use of WOW Butter in the school for student lunches, please remember that all sandwiches made with WOW Butter must be in a plastic container / bag with the WOW Butter sticker attached. More information on WOW Butter can be found in Section 1.02 of the attached registration package.
 - Cheques may be dated **May 24, 2018** or as indicated in Section 1.05 of the attached registration package.
- **For information on when students eat their lunches and go outside for recess, please read Section 1.02 in the attached registration package for more details.**

Please complete a registration form for each child and submit the form(s) with the applicable payment to the ECLSP through the School office no later than **Thursday, May 24, 2018**. **Please place your payment in a sealed envelope with your family name on the outside.**

If you have any questions or concerns, or if you would like more information on becoming involved with the committee, please contact us by leaving a message with the school office (204.958.6426).

École Central Lunch Supervision Program Committee

The École Centrale Lunch Supervision Program (ECLSP) is a non-profit organization dedicated to providing our students with a safe, responsible and respectful environment for parents/guardians who choose to have their children supervised over the lunch break.

FOR LUNCH PROGRAM USE ONLY

Student's Name _____

Teacher's Name _____

Room # _____

Full Time Part Time/Casual

ÉCOLE CENTRALE LUNCH SUPERVISION PROGRAM

REGISTRATION FORM

2018 / 2019

CHILD'S NAME _____ Birth Date _____ Grade in 18 / 19 _____
mm/dd/yyyy

Address _____ Postal Code _____ Home Phone Number _____

PARENT / GUARDIAN NAME _____ Employer _____

Day Time Phone Number _____ Cell _____ Email _____

PARENT / 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)

Is there a sibling in the Lunch Program? No Yes Name _____ Grade _____

Please notify the Lunch Program, 204.958.6426, immediately of any changes to the above information.

REGISTRATION OPTIONS

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

Part-time - the student will be eating lunch at school on a less than full time basis

All unpaid fees from the 2017 / 2018 school year must be paid in full before registration for the 2018 / 2019 school will be accepted.

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

- ____ Full time: ____ 1 cheque \$130.00 per child, dated May 22, 2018; **OR**
 ____ 1 cheque \$130.00 per child, dated September 1, 2018; **OR**
 ____ 2 cheques \$65.00 per child, dated September 1, 2018 and February 1, 2019.
- ____ Part time: ____ 1 cheque \$65.00 per child dated September 1, 2018 – provides for 93 days (approximately 1/2 of the school year) of staying at school during the lunch break.
 ____ 1 cheque \$32.50 per child dated September 1, 2018 – provides for 46 days (approximately 1/4 of the school year) of staying at school during the lunch break.
 ____ 1 cheque \$7.00 per child dated September 1, 2018 – provides for 10 days (equivalent of one day per month) of staying at school during the lunch break.

You will be advised when you have five (5) days of use left.

N.B. Please purchase part time days carefully. Refer to section 1.09 Refunds. There are no refunds.

1. Please return a completed Registration Form for each child, along with the applicable payment to the School Office on or before **Thursday, May 24, 2018.**
2. Please make cheques payable to: **ECLSP. Please place your payment in a sealed envelope with your family name on the outside.**

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

Late payment will result in removal from the Lunch Program.

ACKNOWLEDGEMENT

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 (please print) Parent/Guardian Signature

I understand the rules 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 École Centrale Lunch Supervision Program Committee at 204.958.6426.

ÉCOLE CENTRALE LUNCH SUPERVISION PROGRAM

POLICIES AND EXPECTATIONS

2018 / 2019

1.0 POLICIES

1.01 PURPOSE

The École Centrale Lunch Supervision Program (ECLSP) is a non-profit organization dedicated to providing our students with a safe, responsible and respectful environment for parents/guardians who choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The École Centrale Lunch Supervision 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 École Centrale Lunch Supervision Program Committee, will monitor classrooms and hallways while children eat lunch and the playground during lunch recess. The lunch break is from 11:15 to 12:15. Due to our increasing numbers, we will be splitting the lunch hour next year. Grades 3 and 4 will play outside from 11:15 to 11:45, and eat from 11:45 to 12:15. Kindergarten and Grades 1 and 2 will eat from 11:15 to 11:45, and play outside from 11:45 to 12:15. Our lunch supervisors will be divided to supervise. 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 12:15 pm.

Students will provide their own lunches and will eat in their classroom. This program does not provide hot meals. There are no microwaves available for heating lunches. We also do not supply spoons or forks.

École Centrale is a peanut and nut safe school. 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". In some classrooms, there may be children with other serious allergies. Parents will be notified by École Centrale if there is an allergy serious enough to prohibit that food from entering the classroom.

In line with École Centrale's support of the use of WOW Butter in the school for student lunches, please remember that all sandwiches made with WOW Butter must be in a plastic container / bag with the WOW Butter sticker attached. These stickers are found under the label of the jar. If the sticker is not attached, the Lunch Program Supervisors will NOT allow the sandwich to be eaten. This is because, without the sticker, the Supervisors may not be able to discern a difference between peanut butter and WOW Butter.

Please note that Lunch Program Supervisors are not responsible for monitoring the contents of students' lunches or that lunches are completely eaten. Uneaten portions will be sent home. The École Centrale Lunch Supervision Program is not a fund raising venture. It is a non-profit organization and all the money collected is used to pay the wages 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 Ecole Centrale Lunch Supervision Program 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. All students who will be staying at school during the lunch break are required to complete a Registration Form. Students may participate in the Lunch Program by returning a completed Registration Form, together with post-dated cheques when applicable, to the École Centrale Office on or before **THURSDAY, MAY 24, 2018**. One Registration Form is required for each student wishing to eat lunch at school.

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, family emergency), please complete a Registration Form for him / her and register as "Part time". If your child's use of the Lunch Program changes at any time during the school year, please let the Treasurer know (204.958.6426).

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 11:45 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 Kindergarten in 2018 / 2019, the registration options are:

- Full time - the student will be eating lunch at school every day of the Kindergarten school year
- Part time - the student will be eating lunch at school on a less than full time basis

If your child is entering Grades 1 - 4 in 2018 / 2019 school year, the registration options are:

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

Part time - the student will be eating lunch at school on a less than full time basis

NB. For all students, Kindergarten to Grade 4, please carefully consider the number of days of supervision your child will require in considering the registration options. Refer to section 1.09 Refunds.

All unpaid fees from the 2017 / 2018 school year must be paid in full before registration for the 2018 / 2019 school will be accepted.

1.05 FEES and METHODS OF PAYMENT

If your child is entering Kindergarten in 2018 / 2019, the user fees are:

Full time: 1 cheque \$65.00 per child, dated May 22, 2018; **OR**

1 cheque \$65.00 per child, dated September 1, 2018; **OR**

2 cheques \$32.50 per child, dated September 1, 2018 and February 1, 2019

Part time: 1 cheque \$32.50 / child dated September 1, 2018 – provides for 46 days (approximately ½ of the Kindergarten school year) of eating lunch at school per child.

1 cheque \$16.25 / child dated September 1, 2018 – provides for 23 days (approximately ¼ of the Kindergarten school year) of eating lunch at school per child.

1 cheque \$7.00 / child dated September 1, 2018 – provides for 10 days (equivalent of one day per month) of eating lunch at school per child.

You will be advised when you have five (5) days of use left.

If your child is entering Grades 1 - 4 in 2018 / 2019, the user fees are:

<u>Full time:</u>	1 cheque	\$130.00 per child, dated May 22, 2018; OR
	1 cheque	\$130.00 per child, dated September 1, 2018; OR
	2 cheques	\$65.00 per child, dated September 1, 2018 and February 1, 2019.
<u>Part time:</u>	1 cheque	\$65.00 per child dated September 1, 2018 – provides for 93 days (approximately 1/2 of the school year) of staying at school during the lunch break.
	1 cheque	\$32.50 per child dated September 1, 2018 – provides for 46 days (approximately 1/4 of the school year) of staying at school during the lunch break.
	1 cheque	\$7.00 per child dated September 1, 2018 – provides for 10 days (equivalent of one day per month) of staying at school during the lunch break.

You will be advised when you have five (5) days of use left.

N.B. For all grades, Kindergarten to Grade 4, please purchase part time days carefully. There are no refunds. (Refer to Section 1.09)

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

The lunch hour is a parental responsibility. If your child is registered as "Full Time" and is going to be away from the school during the lunch break, for safety reasons we would appreciate it if you would please send a note to your child's teacher advising of the absence.

1.06 LATE PAYMENT

In the event of late payment, the Ecole Centrale Lunch Supervision Program Treasurer, 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 Treasurer 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 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 CHEQUES

Cheques returned for any reason, including NSF, will be considered as late payment and the process outlined in 1.06 Late Payment, above, will be followed. There will also be a bank service charge of \$5.00 due and payable for each NSF cheque received by the Ecole Centrale Lunch Supervision Program.

1.08 RECEIPTS

Receipts will be issued to parents / guardians once payments have been processed by our financial institution in the case of payment in full; or in September and February in the case of post-dated cheques, once payments have been processed by our financial institution. Receipts will be issued to the signature on the cheque(s). Please contact the Treasurer, Ecole Centrale Lunch Supervision Program, 204.958.6426, if the name on the receipt is to be someone else. 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, Ecole Centrale Lunch Supervision Program. This **does not apply** to Grade 4 graduating students.

2.0 EXPECTATIONS

The École Centrale Lunch Supervision Program 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 behaviour continues, your child may be removed from the Lunch Program. Please see the Behaviour Management Policy below.

2.01 Please follow École Centrale Lunch Supervision Program's / Ecole Centrale's Expectations:

Please see the back page for behaviour expectations.

If everyone follows these simple expectations, all students will be safe and have fun.

N.B. Parents have the responsibility to review and promote cooperation regarding 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 rules and expectations that students are expected to follow so that we can maintain a safe, orderly and relaxing atmosphere for all lunch break 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 acceptable 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 Lunch Program / 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. An Incident Report will be filled out and be submitted to the Coordinator and to School Administration. A continuum of strategies will be used as a response to lunch break behaviour issues. These could include approaches such as verbal reminders, lunch recess time out or lunch in an alternative location.
2. In the case of ongoing unacceptable behaviour or in an event of a serious incident, an incident report will be filled out and submitted to the Coordinator and to School Administration. A phone call will also be made to the parent / guardian explaining the incident and requesting that the Expectations for Lunch Time be reviewed with the child. Administration may also contact the parent / guardian to enlist their support.
3. Should the unacceptable behaviour continue, 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 École Centrale Lunch Supervision Program Committee at 204.958.6426.

At École Centrale, we will...



be safe

I walk
calmly.



I sit
quietly.



I give others
personal space.



be respectful

I follow the
school rules.



I listen to all the adults
in the school.



I wait patiently
for my turn.



be responsible

I help
others.



I work hard at
completing my
school work.



I put away
my belongings.

