

EMERSON LUNCH PROGRAM 2019-2020 REGISTRATION



The Emerson Lunch Program provides an adult-run supervised lunch program for students at Emerson Elementary School who wish to remain at school over the lunch hour.

All students who stay for lunch must register. Please complete the attached Registration Form (one per family) and return it with your payment(s) to the school by Friday, June 7, 2019.

The Emerson Lunch Program is a non-profit organization. All money collected is used to pay salaries, mandatory yearly training, and miscellaneous expenses related to the operation of the Lunch Program. All funds from this program are managed in the Emerson Lunch Program bank account and are separate from any school bank accounts.

PROCEDURES:

All students staying at school for any portion of the lunch hour must pay lunch fees of \$1.00 per day including students staying for “hot lunch days”, participating in organized activities during the lunch hour, and those involved in leadership programs (such as lunch monitors, office assistants, etc).

Please note: Students requiring intensive support by an educational assistant over the noon hour due to specialized needs are **not** required to pay for lunch program fees.

Students who go home for lunch should return to school as close to 1:10 pm as possible. Those returning early (before 1:00 pm) may do so, but will be charged lunch fees (\$1.00).

Returning students must check in with a Lunch Supervisor immediately upon their arrival, either on the playground or in their classroom (if students are still indoors).

Students returning to participate in a teacher-supervised activity do not need to pay lunch fees.

Patrols returning to school to pick up equipment needed on post (flags, cones, etc.) may do so without paying lunch fees.

Full-time students leaving the school during the lunch hour must inform the Lunch Program by providing written permission from their parent/guardian.

Students must provide their own lunch, which they eat in their classroom under the supervision of a Lunch Supervisor.

ALLERGIES:

The Emerson Lunch Program strives to provide a safe, enjoyable environment for all students who stay for lunch, including those with life-threatening food allergies. According to the River East Transcona School Division policy and regulations on life-threatening allergies (JLCG-R2), **no peanut or nut products can be brought to or consumed at school.** Further information on the anaphylaxis avoidance procedures can be found on the RETSD website.

EXPECTATIONS FOR BEHAVIOUR:

Eating lunch at school is a PRIVILEGE, not a right, and appropriate behaviour is expected. Students are expected to comply with both the behavioural expectations of Emerson Elementary School, and the **Emerson Lunch Program Rules** that are listed below. We would appreciate your support in reviewing these rules with your child.

EMERSON LUNCH PROGRAM RULES

While you are eating . . .

- Sit quietly while eating and during attendance
- Display good manners and talk in a reasonable voice
- Engage in quiet activities until dismissed for outdoor recess (or during indoor recess)
- Request permission to leave the classroom during lunch

Before you leave . . .

- Clean up, compost and recycle whenever possible
- Make sure your desk is clear of lunch items and your lunch bag is put away
- Move in the hallway in a safe, orderly way
- Exit the school quickly & quietly when dismissed

While you are outside . . .

- Remain outside until the re-entry bell
- Request permission to re-enter school to use the bathroom
- Make sure you have the right outdoor clothing to suit the weather
- Remain on the school grounds during the lunch hour

At all times . . .

- Behave in a safe, respectful and responsible manner
- Listen to and cooperate with the Lunch Supervisors
- Treat supervisors and fellow students with respect

DISCIPLINARY ACTION:

The following steps will be taken if there is a behavioural problem in the classroom or on the playground:

STEP 1: The student will be given a verbal reminder for minor offences. The student may be removed from the environment where the offence occurred if deemed necessary.

STEP 2: If inappropriate behaviour continues, a written report will be completed, and a copy given to the Principal and the student's teacher. A letter may go home to the parent/guardian explaining the problem and what consequences the child has.

STEP 3: If the student receives two written reports within one month, the Lunch Coordinator will contact the student's parents to inform them of the incidents, and of any consequences and/or follow-up resulting from the incidents. If a child has been temporarily suspended, the family must make alternate lunch hour arrangements for their child for the duration of the suspension.

***PLEASE NOTE:** Major offences, such as: aggressive behaviour or language, leaving school property without permission, possession of any type of weapon; will result in a written report and referral of the student to the Principal.

If unacceptable behaviours continue after appropriate consultation with parents, Lunch Program privileges may be suspended or revoked permanently.

FEES: All fees listed below are PER CHILD.

FULL-TIME FEE – For students in grades 1-5, and students in **both Kindergarten and the Kinder Care program** (students staying for lunch everyday)

The total fee is **\$186.00 per child**, paid in full for the year, or with a series of post-dated cheques payable the first week of September as follows:

<u>Full Payment:</u>	September – June	\$186.00	(dated September 1, 2019)
<u>2 Half Payments:</u>	September – January	\$93.00	(dated September 1, 2019)
	February – June	\$93.00	(dated February 1, 2020)
<u>Monthly Payments:</u>	September	\$18.60	(dated September 1, 2019)
	October	\$18.60	(dated October 1, 2019)
	November	\$18.60	(dated November 1, 2019)
	December	\$18.60	(dated December 1, 2019)
	January	\$18.60	(dated January 1, 2020)
	February	\$18.60	(dated February 1, 2020)
	March	\$18.60	(dated March 1, 2020)
	April	\$18.60	(dated April 1, 2020)
	May	\$18.60	(dated May 1, 2020)
	June	\$18.60	(dated June 1, 2020)

HALF-TIME FEE – for children attending **only Kindergarten**

The total fee is **\$93.00 per child**, paid in full for the year, or with two post-dated cheques payable the first week of September as follows:

<u>Full Payment:</u>	September – June	\$93.00	(dated September 1, 2019)
<u>2 Half Payments:</u>	September – January	\$46.50	(dated September 1, 2019)
	February – June	\$46.50	(dated February 1, 2020)

PART-TIME FEE - \$1.00 per day, per child, paid through the use of Lunch Cards

- Lunch Cards are available for \$10.00 per card, and are good for ten lunches;
- Any number of lunch cards may be purchased on the first day of school and as required throughout the year;
- Make payment by cheque payable to the **Emerson Lunch Program** in an envelope labelled with your child's name and classroom teacher to the school office or given to your child's Lunch Supervisor;
- Lunch cards remain at school until the last card is completed. It will be sent home to indicate that new card(s) is/are needed;
- Any unused lunch cards from one school year will be carried over to the next school year.

PLEASE PAY ALL FEES BY CHEQUE instead of cash for the safety of the children.

Please make all cheques payable to the EMERSON LUNCH PROGRAM.

Please ensure that all cheques for January to June are dated **2020.**

Any cheques that are not honoured by your banking institution and are returned to the Lunch Program will be subject to a **\$7.00 service charge.**

In all payment instances, official tax receipts will be issued in January 2020 and June 2020.

LATE-PAYMENT POLICY:

All children must be registered in the Lunch Program and pay appropriate fees. Failure to register or in the event of non-payment, the following steps will be taken, in cooperation with School Administration:

- Step 1:** The parent will receive a written notice from the Program Coordinator requesting payment.
- Step 2:** The Program Treasurer will follow up with a phone call to the parent / guardian. A reasonable time will be given for the parent / guardian to submit all outstanding fees.
- Step 3:** Non-payment or failure to contact the school will be viewed as a parental decision to no longer use the lunch program. The parent will be asked to make alternate arrangements for the child during the lunch hour. Payment in full, of outstanding fees, will be required before the child(ren) is/are permitted to re-enter the program.

If you have any questions about the fees, please contact Mary Stamler, the Lunch Program Coordinator, at the school at (204) 669-4430.



EMERSON LUNCH PROGRAM (ELP): REGISTRATION FORM AND AGREEMENT

Child's Name: (Please list all your children who will be using the program this coming school year)	Grade (2019/2020)	Please Check One		
		Full time	Half time	Lunch Cards

Home Address: _____ Postal Code: _____

E-mail Address: _____ Phone Number: _____

Mother's Name: _____ Work Phone: _____

Father's Name: _____ Work Phone: _____

Does your child have any medical, physical, or emotional concerns that the Lunch Program should be made aware of? (Indicate child's name and concerns):

PLEASE READ THIS AGREEMENT WITH YOUR CHILD / CHILDREN BEFORE YOU SIGN:

- I understand that the ELP has agreed to provide supervision for my child during the lunch hour. I agree that my child must comply with the behavioural expectations of Emerson Elementary School, and follow the Emerson Lunch Program rules, or (s)he may lose the privilege of remaining in the ELP.
- I understand that by registering for the ELP, I agree that my child's lunch fees for the current school year must be paid in full before my registration is accepted for the following school year. The ELP is hopeful that lunch fees will remain the same, but operating costs may dictate a higher rate. Parents will be notified if this becomes necessary.
- Parents/Guardians of "Full-Time" registered students agree to provide the ELP with written permission if my child will be leaving school during the lunch hour.

Parent/Guardian Signature _____ **Date** _____
