

JOHN PRITCHARD SCHOOL LUNCH SUPERVISION PROGRAM

For Kindergarten – Grade 5 Students

POLICIES AND RULES

2019/2020

1.0 POLICIES

1.01 PURPOSE

John Pritchard School Lunch Supervision Program is dedicated to providing our students with a safe, caring and respectful school environment where parents/guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The John Pritchard School 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 Supervision Program may stay at school for lunch. Students will provide their own lunches and will eat in the lunchroom. This program does not provide hot meals.

Lunch supervisors hired by the Lunch Supervision Program Committee will monitor the lunchroom and hallways while the children eat lunch, and will supervise the playground during the lunch recess. The lunch break is between 11:20 a.m. and 12:05 p.m.

The Lunch Supervision Program is not a fundraising venture. It is a non-profit organization and all the money collected is used to pay the salaries of those hired to supervise during the lunch break, any training required, and for miscellaneous expenses related to the operation of the Lunch Supervision Program. All funds from this program are managed in the John Pritchard School Lunch Supervision Program bank account and are separate from any School bank accounts.

1.03 REGISTRATION

Registration forms will normally be sent home with every student in **May** of each year for the coming school year. Students may participate in the Lunch Supervision Program by returning a completed Registration Form, together with applicable payment, to the John Pritchard School Office on or before **May 31, 2019**. One Registration Form is required for each student wishing to participate in the Lunch Program.

A new Registration Form must be completed for each new school year. Students transferring into the school and wishing to register in the Lunch Supervision 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

Please note: Even if you think your child will stay at school for lunch only a couple of times (this includes pizza day, hot dog day, etc.), please complete a Registration Form for him\her and register as “Casual”. If your child’s use of the Lunch Program changes at any time during the school year, please let the School Office know.

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

Casual: the student will be eating lunch at home every day, but may need to stay at school for lunch from time to time

1.05 FEES and METHODS OF PAYMENT

The Lunch Program fees for **2019/2020** are:

Full time: 1 cheque - See registration form for specific payment information

10 cheques - See registration form for specific payment information

Casual: 1 cheque - See registration form for specific payment information

Lunch Supervision Program fees are payable for all days that a student stays at school during the lunch break.

If financial circumstances are such that you cannot meet any of these payments, please contact John Pritchard School Administration to make alternate arrangements.

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 the 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 **JOHN PRITCHARD SCHOOL LUNCH SUPERVISION PROGRAM.**

1.06 LATE PAYMENT

In the event of late payment, the Lunch Supervision Program Treasurer, in consultation with School Administration, will implement the following policy:

1. The parent/guardian will receive a note/phone call reminding them that a 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 Supervision 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 Supervision 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 Supervision Program again by paying all outstanding fees in full.

1.07 NSF CHEQUES

Cheques returned for any reason will be considered as late payment and the process outlined in 1.06 Late Payment, above, will be followed. Payment in cash, in the amount of the returned cheque plus all applicable bank service charges, will be required.

1.08 RECEIPTS

Receipts will be issued by the end of February for fees paid September – December of the year prior and at the end of June for fees paid January – June of that year.

1.09 REFUNDS

There will be no refunds unless the student is leaving the school. In that event, the unused portion of the user fee will be returned. Please send a written notification of the student leaving the school to the Treasurer, John Pritchard School Lunch Supervision Program.

2.0 RULES

The John Pritchard School Lunch Supervision Program would appreciate your cooperation in having your child follow the Lunch Program Rules listed below. These rules are in place to make the lunch break a safe and friendly place for all children attending the Lunch Supervision Program.

2.01 **Please follow John Pritchard School's Expectations**

Early Years students will go out for recess from 11:20 - 11:40 a.m. From 11:40 a.m. - 12:05 p.m. the students will eat lunch in the lunchroom.

Students must stay seated while eating their lunch. A Supervisor, hired by the Lunch Supervision Program Committee, will supervise the lunchroom and ensure appropriate behavior. The Supervisor will also dismiss students from the lunchroom that they are supervising. There is a bell at the dismissal time, however, students will remain in the room until the room has been cleaned up for the next day and the Supervisor dismisses them.

STUDENTS ARE EXPECTED TO FOLLOW THE LUNCHROOM RULES THAT ARE POSTED IN EACH ROOM:

1. *Remain seated – until you are dismissed by a Supervisor.*
2. *Clean up your area, on top and underneath your table.*
3. *Use indoor/restaurant voices.*
4. *Trash/recyclables are to be discarded in the appropriate bins as you leave the lunchroom, or before you get your jacket, etc.*

The following expectations also apply:

NO NUT PRODUCTS

Be respectful of allergies

HELPING HANDS, FRIENDLY FEET AND MOUTH

Include others at your table

Inside voices

MOVE QUICKLY AND QUIETLY

Remain in lunch area until dismissed by the Supervisor

Walk in quietly and take a seat

BE RESPECTFUL TO STAFF

Listen to lunch supervisors

Follow lunch rules

TAKE RESPONSIBILITY FOR YOUR ACTIONS

Wash your hands before eating

Clean up spills

No sharing food

Line up to use microwave and cover your food before heating

*Put your trash **in** the garbage and recyclables **in** bins and compost*

Tuck chair in when you leave