

JOSEPH TERES SCHOOL LUNCH PROGRAM

POLICIES AND EXPECTATIONS

1.0 POLICIES

1.01 PURPOSE

The Joseph Teres School Lunch Program (JTSLP) 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 Joseph Teres School Lunch 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 lunch program committee will supervise the playground during the lunch recess as well as hallways and classrooms while the children eat lunch. Please ensure your child has weather appropriate clothing. During inclement weather, as per divisional policy, students will remain inside. Please remind your child that they must eat their lunch during this time period.

Students who do not participate in the lunch program may not return to school before 12:45 pm.

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

Joseph Teres School 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 the school if there is an allergy serious enough to prohibit that food from entering the classroom. **Please note** that lunch program supervisors are not responsible for monitoring the contents of students' lunches.

The lunch program is not a fundraising 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 Joseph Teres School Lunch Program bank account and are separate from any school bank accounts. A budget is set each year based on predicted enrollment. Any carry-over funds are considered when setting fees for the following school year.

1.03 REGISTRATION

Registration forms will be sent home with every student each year for the coming school year. Parents/Guardians of 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 (in a sealed envelope with your child's/children's names and grade(s) on the outside) to the Joseph Teres School Office on or before **third Wednesday in September**.

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 JTSLP mailbox located across from the School Office.

1.04 REGISTRATION OPTIONS

As most children stay at school for lunch at least once in the school year (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 contact us at the School Office 204-958-6860.

Noon hour activities such as sports activities, music rehearsals 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 school property. 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.

There will be no exemptions for days your child is absent from school due to illness, vacations or other reasons, etc.

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| Full time | - the student will be eating lunch at school every day (every other day for Kindergarten) |
| Part-time | - the student will be eating lunch at school on a less than full time basis |

All unpaid fees from previous school years must be paid in full before registration for the new school year will be accepted.

1.05 LATE PAYMENT

In the event of late payment, a Lunch Program Representative, in consultation with School Administration, may choose to 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 Coordinator 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 may be removed from the lunch program.
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 required 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.
4. Accounts with an outstanding balance at the end of the school year may be referred to a collection agency.

1.06 NSF CHEQUES

Cheques returned for any reason, including NSF, will be considered as late payment and the process outlined in 1.05 Late Payment, above, will be followed. There will also be a bank service charge of \$7.00 due and payable for each NSF cheque received by the lunch program.

1.07 RECEIPTS

Receipts will be issued to parents/guardians once payments have been deposited to our financial institution. Receipts will be issued to the signature on the cheque(s). We are not responsible for lost receipts. Replacements receipts will not be provided.

1.08 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 Joseph Teres School Lunch Program. This **does not apply** to Grade 5 graduating students.

2.0 EXPECTATIONS

The Joseph Teres School Lunch 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 Joseph Teres School Lunch Program's/ Joseph Teres School's Expectations:

ENVIRONMENT	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Learning Areas	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Enter and exit in an orderly fashion 	<ul style="list-style-type: none"> • Speak in a quiet voice • Listen to adults • Cooperate with others/fair play • Take care of materials/equipment 	<ul style="list-style-type: none"> • Keep your space neat and organized • Leave the area as you found it • Do your best • Come prepared
Lunchroom	<ul style="list-style-type: none"> • Stay seated while eating • Eat first, visit later • Only eat your own food 	<ul style="list-style-type: none"> • Use quiet voices • Use your manners • Listen to lunch Supervisors 	<ul style="list-style-type: none"> • Wash hands before eating • Clean up
Hallways / Meeting Area	<ul style="list-style-type: none"> • Walk on the right side • Take the stairs one at a time • Hands and feet to yourself 	<ul style="list-style-type: none"> • Quiet voices (discussion level 2) • On warm up days, sit and talk quietly until dismissed • Walk around the meeting area • Show active listening in assembly 	<ul style="list-style-type: none"> • Outdoor shoes off and on at the door • Only indoor shoes inside • Use assigned doors in an orderly manner • Keep coat area tidy
Washroom	<ul style="list-style-type: none"> • Wash hands • Flush toilet 	<ul style="list-style-type: none"> • Respect privacy • Use a quiet voice 	<ul style="list-style-type: none"> • Leave the space clean • Leave after using the washroom
Playground	<ul style="list-style-type: none"> • Dress for the weather • Keep hands and feet to yourself • Use equipment safely 	<ul style="list-style-type: none"> • Follow the directions of all Supervisors • Practice fair play • Respect nature and property 	<ul style="list-style-type: none"> • Transition quickly and quietly when the bell rings • Return classroom equipment • Play in your designated area

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 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 expectations 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 classroom/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. 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 copy of the incident report will be sent home to be signed by the parent/guardian and returned to the school office.
3. After the third incident in a single term or in the case of one or more serious incidents, the student may lose lunch privileges for the remainder of that term. 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 Joseph Teres School Lunch Program Committee by leaving a message with the Joseph Teres School Office, 204.958.6860.