

# LORD WOLSELEY SCHOOL LUNCH PROGRAM

## POLICIES AND EXPECTATIONS 2019 / 2020

### 1.0 POLICIES

#### 1.01 PURPOSE

The Lord Wolseley School Lunch Program is a non-profit organization dedicated to providing our students with a safe, caring, respectful environment where parents/guardians may choose to have their children supervised over the lunch break.

#### 1.02 ABOUT THE PROGRAM

The Lord Wolseley 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 Wolseley School Lunch Program may participate in the program.

Supervisors, hired by the Lunch Program Committee, will monitor the classrooms and hallways while the children eat lunch (11:45 - 12:15). Please remind your child that they must eat their lunch within this time period. The Supervisors will then supervise the playground during the lunch recess (12:15 - 12:45). Please ensure your child has weather appropriate clothing as they will be going out for lunch recess on most days, even if it is only for a shortened period of time. During inclement weather students will remain inside.

Students are not allowed to leave the school or school grounds during the lunch period unless permission is provided to the school by the parent / guardian requesting the child to do so.

Students who do not participate in the lunch program are invited to return to school at **12:40** pm.

Students will provide their own lunches and will eat in their classroom. Students DO NOT have access to microwaves to reheat food. This program does not provide hot meals. Families are encouraged to send hot foods in insulated containers if they wish. We also do not supply spoons or forks.

Lord Wolseley 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 Lord Wolseley 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 or that lunches are completely eaten. Uneaten portions will be sent home.

The Lunch Program is not a fund raising 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 Program. All funds from this program are managed in the Lord Wolseley School Lunch Program bank account and are separate from any School bank accounts.

### 1.03 REGISTRATION

**Registration forms will be sent home with every student in the spring of each year for the coming school year. Students may participate in the Lunch Program by returning a completed Registration Form together with applicable post-dated cheques, to the Lord Wolseley School Office.**

All students entering Kindergarten in 2019 / 2020 and students currently in Kindergarten to Grade 4 – **please return the Registration Form and applicable post-dated cheques on or before WEDNESDAY, JUNE 5, 2019.**

**One Registration Form is required for each student wishing to participate in the Lunch Program. No cash please.**

**In order to provide for the safe supervision of all students during the lunch break, every student at Lord Wolseley School must be registered in the lunch program if they plan to stay at school during the lunch break, including students travelling by school bus.**

### 1.04 REGISTRATION OPTIONS

Even if you think your child will stay at School for lunch only once during the school year, 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 Coordinator know.

To maintain the operation of the Lunch Program, there will be no days or reasons where the user fee is not required. The user fee will continue to be payable on days where a child is involved in any lunch hour activity. **There will be no exemptions for hot lunch days, lunch time activities, school patrols, student leadership positions, field trips, days your child is absent from school due to illness or other reasons, etc.** You will need to take this into consideration when registering for one of the payment options.

For students who are not registered in the Lunch Program and who wish to take part in school staff supervised events, please contact the school office (204-661.2384).

**If your child is entering Kindergarten in 2019 / 2020, 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 home every day, but may need to stay at school for lunch from time to time

**If your child is entering Grades 1 - 5 in 2019 / 2020 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 home every day, but may need to stay at school for lunch from time to time

**NB. For all students, Kindergarten to Grade 5, 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 2018 / 2019 school year must be paid in full before registration for the 2019 / 2020 school year will be accepted. This includes unpaid fees for students who have left Lord Wolseley School and still have siblings attending the School and wanting to stay during the lunch break.

#### 1.05 FEES and METHODS OF PAYMENT

**Kindergarten student** user fees 2019 / 2020 are:

- Full Time:**
- 1 cheque** \$87.50 per child, dated June 5, 2019; **OR**
  - 1 cheque** \$87.50 per child, dated September 4, 2019; **OR**
  - 4 cheques** \$22.00 each per child, dated September 4, 2019, November 1, 2019, January 1, 2020 **and** \$21.50 dated March 1, 2020.
- Part time:**
- 1 cheque** \$43.75 per child dated September 4, 2019 – provides for 46 days (approximately 1/2 of the Kindergarten school year) of staying at school during the lunch break.
  - 1 cheque** \$21.88 per child dated September 4, 2019 – provides for 23 days (approximately 1/4 of the Kindergarten school year) of staying at school during the lunch break.
  - 1 cheque** \$9.30 per child dated September 4, 2019 – 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.***

**Grades 1 – 5 student user fees for 2019 / 2020 are:**

<b><u>Full Time:</u></b>	<b>1 cheque</b>	\$175.00 per child, dated June 5, 2019; <b>OR</b>
	<b>1 cheque</b>	\$175.00 per child, dated September 4, 2019; <b>OR</b>
	<b>4 cheques</b>	\$43.75 each per child, dated September 4, 2018, November 1, 2019, January 1, 2020 and March 1, 2020.
<b><u>Part time:</u></b>	<b>1 cheque</b>	\$87.50 per child dated September 4, 2019 – provides for 93 days (approximately 1/2 of the school year) of staying at school during the lunch break.
	<b>1 cheque</b>	\$43.75 per child dated September 4, 2019 – provides for 46 days (approximately 1/4 of the school year) of staying at school during the lunch break.
	<b>1 cheque</b>	\$9.30 per child dated September 4, 2019 – 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.***

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 order to ensure payment is applied correctly to each student. Cheques are to be made payable to: **LORD WOLSELEY SCHOOL LUNCH PROGRAM.**

**1.06 LATE PAYMENT**

In the event of late payment, the Lunch Program Coordinator, 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 Lord Wolseley School Administrator 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 Administrator and their child may 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 Administrator.
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. Payment in cash, in the amount of the returned cheque plus the bank service charge of \$7.00, will be required.

#### 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. For all other payment options, receipts will be issued in January and June. Receipts will be issued to the signature on the cheque(s). Please contact the Treasurer, Lord Wolseley School Lunch Program, 204. 661.2384, 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, Lord Wolseley School Lunch Program. This **does not apply** to Grade 5 students who are moving on to Grade 6.

### 2.0 RULES/EXPECTATIONS

Students participating in the Lord Wolseley School Lunch Program are expected to follow the School's expectations for behaviour as outlined on the Lunch Program Matrix. These rules are in place to make the lunch break a safe and friendly place for all children attending the Lunch Program.

**Please see the back page for behaviour expectations.**

**IMPORTANT:** Parents have the responsibility to review and promote cooperation of these rules and expectations with their child on a regular basis. Students who fail to cooperate with Lunch Program staff and/or to follow Lunch Program rules and 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 rules/expectations.

#### 2.01 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 lunchtime 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 good 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 the 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 may be filled out. If an Incident Report is filled out it will be given to the Coordinator.
2. In the case of ongoing unacceptable behaviour or in the event of a serious incident, an Incident Report will be filled out and submitted to the Coordinator. Administration will contact the parent / guardian to enlist their support. A continuum of strategies will be used as a response to lunch time behaviour issues. These could include verbal reminders, lunch recess time out or lunch in an alternative location.
3. Should the unacceptable behaviour continue, the student may lose lunch privileges. Parents / guardians 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 package, please contact the Wolseley School Administrator, 204.661.2384.**

## Lord Wolseley School Expectations

	In Class	At Recess	During Lunch	In the Hallway
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Raise your hand and wait to share.</li> <li>• Be an active listener.</li> <li>• Work quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Care more about the people than the play.</li> <li>• Follow the rules.</li> <li>• Own your words and actions.</li> <li>• Listen to the adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Talk quietly with those nearby using your indoor voice.</li> <li>• Listen to all of the Lunch Leaders.</li> <li>• Use good manners and kind words with everyone.</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet voice (when needed)</li> <li>• Soft feet</li> <li>• Look at displays with eyes only</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Bring your supplies.</li> <li>• Follow adult directions.</li> <li>• Remain seated.</li> <li>• Stay on task.</li> </ul>	<ul style="list-style-type: none"> <li>• Get ready for recess and go outside quickly.</li> <li>• Wear the clothes that you came to school in.</li> <li>• Return the equipment after recess.</li> <li>• Line up quickly when the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your lunch then clean up your space.</li> <li>• Use the garbage can, recycling bin and composting pail properly.</li> <li>• Do a quiet activity at your spot when you're finished eating until 12:10.</li> </ul>	<ul style="list-style-type: none"> <li>• Move in a timely manner</li> <li>• Go directly to destination</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Use supplies properly.</li> <li>• Line up in your assigned spot.</li> <li>• Walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself.</li> <li>• Use equipment properly.</li> <li>• Be aware of others and your surroundings.</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food – no sharing.</li> <li>• Walk – no running.</li> <li>• Clean up your activity at 12:10 and get ready for recess.</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Walk on the right</li> <li>• Single line</li> <li>• Materials by my side</li> </ul>



# Lunchroom Matrix



## Be Respectful and Inclusive



Talk quietly with those nearby using your indoor voice.



Listen to all of the Lunch Leaders.



Use good manners and kind words with everyone.

## Be Responsible



Eat your lunch then clean up your space.

Use the garbage can, recycling bin, and composting pail properly.



Do a quiet activity at your spot when you're finished eating until 12:10.

## Be Safe



Walk - No running.

Eat your own food. No sharing.



Clean up your activity at 12:10 and get ready for recess.