

# Neil Campbell School Lunch Program

## Registration 2019-20

May 2019

Dear Parents/Guardians,

Please find attached the Neil Campbell Lunch Program (NCLP) registration package, which includes our revised Policies and Expectations document and two-page registration form. Please note:

- All fees for 2018-2019 must be paid in full before a student can register for the 2019-2020 school year.
- Students may not return to the playground before 12:40 if they are not registered for the Lunch Program and eating lunch at the school that day.

Please take time to closely review the **Neil Campbell Lunch Program Policies and Expectations**. This newly updated document includes information about the purpose of the program, registration options and fees, methods of payment and behavioural expectations. Please keep this document for your records and future reference.

The second part of this package is the **Neil Campbell Lunch Program registration form**. Please help us by completing this registration form (one per student) and returning it, with appropriate payment, to the school no later than **Monday, June 3**.

If you have any questions, please contact the school at your convenience.

Sincerely,

Neil Campbell Lunch Program Committee



# NEIL CAMPBELL LUNCH PROGRAM POLICIES AND EXPECTATIONS

## 2019-20

### 1.0 POLICIES

#### 1.01 PURPOSE

The Neil Campbell Lunch Program (NCLP) 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

1. The NCLP is a user-pay lunch supervision program administered by a committee of parent volunteers who meet monthly to discuss program finances and needs, as well as ensure the program runs smoothly. You are welcome to attend a meeting at any time!
2. Supervisors, hired by the Lunch Program Committee, monitor the classrooms and hallways while the children eat lunch and supervise the playground during the subsequent lunch recess. During inclement weather, students are supervised inside.
3. Only those students registered in the Lunch Program may stay at school for lunch. Students who do not participate in the lunch program may not return to school before 12:40 pm.
4. Students provide their own lunches and eat in their classroom. This program does not provide hot meals or utensils and there are no microwaves available for heating lunches.
5. Neil Campbell School and playground is a peanut and nut free environment, due to potentially fatal reactions for children with allergies. Do not bring the following foods to school:
  - Nuts or nut products (including trail mix, Nutella, peanut butter, almond butter, etc)
  - Anything labeled "MAY CONTAIN NUTS"
  - Anything labeled "Made in a factory that produces nut products"

Your child's teacher should communicate any additional allergies of which you should be aware and the NCLP asks that you respect these restrictions.

6. The Lunch Program is not a fundraising venture –all fees collected are used to pay the salaries of staff hired to supervise students during the lunch break, related training required (i.e. CPR and first aid certification), and for miscellaneous expenses related to the operation of the Lunch Program (i.e. stocking first aid kits). All funds from this program are managed by the NCLP Committee and held in a bank account separate from the school.

#### 1.03 REGISTRATION

Registration forms are sent home with every student in May for the coming school year. Every year, a new Registration Form is required for each student participating in the Lunch Program, with should be completed and submitted, along with applicable post-dated cheques to the school office on or before the first school day of June (i.e. Monday, June 3, 2019).

New or current students may opt into the Lunch Program (on a full-time or casual basis) at any

time during the school year by completing and submitting a Registration Form and applicable payment to the school office.

1.04 REGISTRATION OPTIONS

Full Time (1-5)	Student will be eating lunch <u>at school</u> every day.
Kindergarten	Kindergartener will be eating lunch <u>at school</u> every day they are scheduled to be at school.
Casual* (K-5)	<p>Student will be eating lunch <u>at home</u> most days, but may need/choose to stay at school for lunch from time to time.</p> <p>One casual pass of \$10.00 is good for 10 days of supervised lunch stays. Staff will advise you when the student has five (5) days remaining, giving you an option to renew.</p> <p>*Even if you think your child will stay at school for lunch only once in a while (i.e. on hot lunch days, for lunchtime clubs, sports or activities), please complete a Registration Form and register as "Casual". Please purchase your casual pass carefully, as no refunds will be issued.</p>

1.05 FEES and METHODS OF PAYMENT

The Lunch Program user fees for 2019/2020 are:

**Full time:** 1 cheque for \$125, postdated September 1, 2019 (or as early as June 3, 2019)  
10 monthly cheques \$12.50 postdated September 1, 2019 to June 1, 2020

**Kindergarten:** 1 cheque for \$62.50, postdated September 1, 2019 (or as early as June 3, 2019)  
10 monthly cheques \$6.25 postdated September 1, 2019 to June 1, 2020

**Casual:** 1 cheque for \$10.00, postdated September 1, 2019 (or as early as June 3, 2019)  
with option to renew as necessary.

Payment by cheque is preferable; we are not responsible for lost or stolen cash. Cheques may be dated as early as June 3, 2019 for your convenience. For families with multiple children in the Lunch Program, all payments may be made on the same cheque. Please note child's/children's name(s) on the cheque order to ensure payment is applied correctly to each student.

Cheques are to be made payable to: **NEIL CAMPBELL LUNCH PROGRAM**

All outstanding fees for 2018-19 must be paid in full before a student can register for the Lunch Program for 2019-20. Payment for accounts in arrears may be enclosed with the 2019-20 registration form.

1.06 LATE PAYMENT

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

1. The parent/guardian will receive a note/e-mail reminding them that payment has been missed and should be paid the following school day.
2. If payment has not been received five (5) school days past due, the Treasurer will call and make arrangements with the parent/guardian to pay all outstanding fees by an agreed-upon date. If there is difficulty in reaching an agreed-upon date for payment, the outstanding account will be forwarded to the School Administration.
3. At ten (10) school days past due, or on the agreed-upon date as per 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. A student may participate in the Lunch Program again once their parent/guardian has paid 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. There will be a service charge of \$5 for each NSF cheque received by the Lunch Program.

1.08 RECEIPTS

Receipts will be issued to parents/guardians 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. We are not responsible for lost receipts.

1.09 REFUNDS

There will be no refunds issued unless a student is transferring to another school, at which point the unused portion of the user fee will be reimbursed. Written notification of the student's departure can be sent to the NCLP Coordinator and Treasurer via the school. This does not apply to grade 5 students "graduating" to junior high school.

**2.0 EXPECTATIONS**

The NCLP appreciates your cooperation in communicating the Lunch Program Expectations listed below to your child. After you've reviewed the expectations together, please sign the registration form as a pledge to meet the expectations and ensure a safe, caring, and respectful environment.

2.01 Please follow Neil Campbell Lunch Program's/Neil Campbell School's Expectations

Students are expected to follow all school expectations during lunch and lunch recess, as listed on the matrices below. These matrices are posted around the school and are used to remind and reinforce appropriate behavior. Please review the matrices with your child(ren) prior to signing the registration form.

Lunch begins at 11:48. Students in the south end of the school eat first, and then go outside for recess at 12:18. Students in the north end of the school go outside first and then come inside to eat at 12:18. All students eat at their desks in their classrooms. The lunch hour ends at 12:48.










Students who are not registered with the Lunch Program may not return to the playground or school until 12:40 p.m.

Please ensure your child has appropriate clothing and footwear for the weather.










## Indoor Recess

In the event of indoor recess, students remain in their classrooms. They may choose a game or activity to do individually or with classmates, at their desks, until class resumes while supervisors circulate in their designated areas.













### In the Lunch Room We:

<b>SAFE</b>	 <p>Keep hands, feet and body to yourself</p>	 <p>Ask a supervisor if you need to leave your seat</p>	 <p>Only eat your own food</p>
<b>RESPECTFUL</b>	 <p>Use kind and polite words</p>	 <p>Keep volume to a level 2 or 3</p>	 <p>Recycle, compost, and clean up after yourself</p>
<b>RESPONSIBLE</b>	 <p>Put your garbage to the side and wait for the bell</p>	 <p>Bring your own cutlery</p>	 <p>When you are finished eating find something quiet to do</p>

### Au dîner, je suis:

<b>PRUDENT</b>	 <p>Garde les mains, les pieds et le corps à toi-même</p>	 <p>Demande à un adulte si tu peux quitter ta place</p>	 <p>Mange seulement ton dîner</p>
<b>RESPECTUEUX</b>	 <p>Sois poli avec tes mots</p>	 <p>Garde le volume à un niveau 2 ou 3</p>	 <p>Recycle, composte et nettoie tes choses</p>
<b>RESPONSABLE</b>	 <p>Range ta boîte à dîner et mets tes déchets à la poubelle</p>	 <p>Apporte tes propres ustensiles</p>	 <p>Lorsque tu as fini de manger, trouve quelque chose de calme à faire</p>

## On The Playground We Are...

<p><b>SAFE</b></p>	 <p><b>Keep hands and feet to self</b></p>	 <p><b>Feet first &amp; One at a time on the slide</b></p>	 <p><b>Follow adult instructions</b></p>	 <p><b>Stay on school property</b></p>
<p><b>RESPECTFUL</b></p>	 <p><b>Use kind and polite words</b></p>	 <p><b>Let others join in</b></p>	 <p><b>Take care of people, places and things</b></p>	 <p><b>Help younger students</b></p>
<p><b>RESPONSIBLE</b></p>	 <p><b>Make good choices</b></p>	 <p><b>K, 1 &amp; 2 on Blue and Yellow equipment</b></p>	 <p><b>Come straight in at the bell</b></p>	 <p><b>Look after playground equipment</b></p>

### 2.02 BEHAVIOUR MANAGEMENT

The River East Transcona School Division (RETSD) adheres to the “Code of Conduct” to promote a healthy school culture. 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, as outlined above, to ensure a safe, orderly, and relaxing atmosphere for all lunch program participants. These expectations are reviewed continuously with all students throughout the year. Students who struggle to follow the expectations are given reminders and encouragement to behave, but in some situations, where problems persist, 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.
2. In the case of ongoing unacceptable behaviour or in the event of a serious incident, an incident report will be filled out, submitted to the Coordinator and the administration will be informed. 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 and as per RETSD policy, any alternate lunch arrangements are exclusively the responsibility of the parents/guardians.

**Thank you!**

You made it to the end! We appreciate your support and cooperation -experience shows that policies like this are effective in ensuring students conduct themselves in a reasonable manner, with few students losing lunch program privileges. Please keep this package for your records and we look forward to another great year of lunch!



# Neil Campbell Lunch Program REGISTRATION FORM 2019-2020

Lunch Program Use Only	
Student's Name	_____
Teacher	_____
Room No.	_____

\*Please print

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_  
MM/DD/YYYY (in 2019-20)

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone No. \_\_\_\_\_

Guardian Name(s)	Relationship to Student	Employer	E-mail	Phone Number(s) reachable in case of emergency
<b>Receipt Issued To:</b>				

**EMERGENCY CONTACT (guardians above will be contacted first)**

Name	Relationship to Student	Address	Phone Number(s)

**SPECIAL INSTRUCTIONS FOR MY CHILD** - i.e. allergies, medications, medical concerns

\_\_\_\_\_

\_\_\_\_\_

<b>Is there a sibling in the Lunch Program?</b>		<b>No</b>		<b>Yes</b>		<b>Name</b>		<b>Grade</b>	
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**Please notify the Lunch Program Coordinator immediately of any changes to the above information by calling 661-2848.**

## REGISTRATION OPTIONS

**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. Unused days will be rolled over to subsequent school year (or paid out when student leaves Neil Campbell).

My child will participate in the lunch program on the following basis (please check one):				
	Full Time (grades 1-5)		One (1) Cheque	\$125.00 per child, dated September 1, 2019 or as early as June 3, 2019
			Ten (10) Cheques	\$12.50 per child per cheque, post-dated for the 1 <sup>st</sup> of each month from September 2019 to June 2020.
	Full Time (Kindergarten)		One (1) Cheque	\$62.50 per child, dated September 1, 2019 or as early as June 3, 2019.
			Ten (10) Cheques	\$6.25 per child per cheque, post-dated for the 1 <sup>st</sup> of each month from September 2019 to June 2020.
	Casual (K-5)		One (1) Cheque	\$10.00 per child dated September 1, 2019 or as early as June 3, 2019. Good for <b>10</b> supervised lunch stays at school. Renewable.

Please make cheques payable to: **NEIL CAMPBELL LUNCH PROGRAM**

Payment may be made by one (1) cheque for all children in one family. Please note your child/children's name(s) on the cheque to ensure payment is applied correctly to each student. Cheque payment is preferable; we are not responsible for lost or stolen cash.

Late payment will result in removal from the Lunch Program.

**Please return a completed Registration Form for each child, along with applicable post-dated cheques enclosed, to the school office by MONDAY, JUNE 3, 2019.**

*My child and I have gone over the attached Policies and Expectations 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 expectations of the Lunch Program and I promise to follow them.*

Student's Name (please print)	Student's Signature