

Neil Campbell School Lunch Program

Important Documents

May 2017

Dear Parents/Guardians,

Please find attached an important **registration package** for the **Neil Campbell School Lunch Program** for September 2017. It includes the program policies and rules as well as a **two page registration form** to be completed by all families.

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

The second part of this package is the **Neil Campbell School Lunch Program registration form**. This **two page form** is required for all students at Neil Campbell School. Please help us by completing this registration form and returning it to school no later than **Thursday, June 1st**.

For easy identification all lunch program correspondence has been printed on distinctive salmon coloured paper. Information is also located on our school website at www.nc.retsd.mb.ca.

Sincerely,

Neil Campbell Lunch Program

Gerry Hector
Principal

NEIL CAMPBELL SCHOOL LUNCH PROGRAM

POLICIES AND RULES 2017/2018

1.0 POLICIES

1.01 PURPOSE

The Neil Campbell 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 Neil Campbell 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 monitor the classrooms and hallways while the children eat lunch (11:48 - 12:13). 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 (12:13 - 12:48). During inclement weather, students will remain inside. Please ensure your child has weather appropriate clothing.

Students who do not participate in the lunch program may not return to school before 12:40 pm.

Students will provide their own lunches and will eat in their classroom. This program does not provide hot meals. There are no microwaves available for heating lunches.

Neil Campbell School is a peanut and nut free 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".

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 Neil Campbell 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 May 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 Neil Campbell School Office on or before Thursday, June 1st, 2017. 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 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

Even if you think your child will stay at school for lunch only once, 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 Coordinator 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 user fees for 2017/2018 are:

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

10 cheques

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

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:

NEIL CAMPBELL SCHOOL LUNCH PROGRAM.

NB. If you have any questions or concerns about the registration process, please contact the Neil Campbell School Principal at 661-2848.

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 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 will 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 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 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 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 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. They will be issued to the signature on the cheque(s). Please contact the Treasurer, Neil Campbell Lunch Program at 667-4734, 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 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 Coordinator, Neil Campbell Lunch Program.

2.0 RULES

The Neil Campbell School Lunch 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 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 Neil Campbell School Lunch Program's/Neil Campbell School's Expectations

Neil Campbell students believe in the 3 Bs:

Be Respectful

Be Responsible

Be Safe

Neil Campbell School Lunch Room Expectations

1. At 11:48 students get their lunches from their backpacks and return to their seats to eat.
2. Students remain at their desks from 11:48 to 12:13.
3. If a student needs to go to the washroom during lunch they ask the supervisor for permission to leave the class.
4. At 12:13 students clean up their desks and get dressed to go outside for recess.
5. In the case of indoor recess, students clean up their lunch and choose a game or activity.
6. Students return to their desk to play with classmates for the duration of recess.
7. Students are to use indoor voices during all lunch room activities. Students are expected to conduct themselves respectfully, responsibly and safely.
8. As per the School's Policy: electronic items and expensive toys, such as, but not limited to – MP3 players, hand held Nintendo games, cellphones, Ipods, etc. are not to be brought to school. These items are expensive and can be easily broken or get misplaced, often causing considerable disruption in the school day.
9. Trading cards, such as Pokéman, are also not allowed at school as the “trading” of these cards often causes friction among students.

Neil Campbell School Playground Expectations

1. Looks like hands and feet to ourselves.
2. Sounds like talking to the Supervisor if you have a problem.
3. Looks like dressing properly for the weather.
4. Sounds like friendly conversations and laughter.
5. Looks like people taking care of each other.
6. Sounds like being a good sport and playing fairly.
7. Looks like older students being good role models for younger students.
8. Looks like students lining up quickly and orderly when the bell rings to enter.
9. Looks like students taking responsibility for recess equipment.

Neil Campbell School Play Structure Expectations

1. Always slide down the slide feet first on your bottom.
2. Always use care when crossing the bridge, climbing or while waiting for your turn.
3. Never throw stones or snow on the slide or ramps.
4. Always slide one person at a time and wait until the bottom is clear before taking your turn.
5. Never play tag or grounders on the play structure.
6. Never jump from the top of the play structure.

If everyone follows these simple rules all students at Neil Campbell School will be safe and have fun.

- NB. 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.

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 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 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. An Incident Report may be filled out. If an Incident Report is filled out, it will be given to the Coordinator and administration will be informed.
2. In the case of ongoing unacceptable behaviour or in an 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. 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 Neil Campbell School Principal at 661-2848.**

FOR LUNCH PROGRAM USE ONLY Student's Name _____ Teacher's Name _____ Room # _____

NEIL CAMPBELL SCHOOL LUNCH PROGRAM

REGISTRATION FORM 2017/2018

CHILD'S NAME _____ Birth Date _____ Grade in 17/18 _____
mm/dd/yyyy

Address _____ Postal Code _____ Home Phone Number _____

MOTHER/GUARDIAN NAME _____ Employer _____

Day Time Phone Number _____ Cell _____ Email _____

FATHER/GUARDIAN NAME _____ Employer _____

Day Time Phone Number _____ Cell _____ Email _____

TAX RECEIPTS ISSUED TO: _____

EMERGENCY CONTACT (Parents will be contacted first)

NAME _____ Relationship To Child _____
(please print)

Address _____ Phone Number _____

SPECIAL INSTRUCTIONS FOR MY CHILD - i.e. allergies, medications, medical (medical alert bracelet for example)

Please notify the Lunch Program Coordinator at 661-2848, immediately of any changes to the above information.

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

NEIL CAMPBELL SCHOOL LUNCH PROGRAM

REGISTRATION FORM 2017/2018

My child will participate in the lunch program on the following basis (please check one):

- ___ **Full time:** ___ 1 cheque \$120.00 per child, dated September 1, 2017 or before.
- ___ 10 cheques \$12.00 per child per cheque, post-dated for the 1st of each month September to June
- ___ **Casual:** ___ 1 cheque \$25.00 per child dated September 1, 2017 – provides for 25 days of eating lunch at school per child (you will be advised should this amount be totally used. Any surplus of casual funds will be refunded at the end of the school year).

1. **Please return a completed Registration Form for each child, along with applicable post-dated cheques to the School Office by THURSDAY, JUNE 1, 2017.**
2. Please make cheques payable to: **NEIL CAMPBELL LUNCH PROGRAM**

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 to ensure payment is applied correctly to each student.

Late payment will result in removal from the Lunch Program.

My child and I have gone over the attached Policies and Rules 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
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I understand the rules of the Lunch Program and I promise to follow them.

Child's Name (please print)	Child's Signature
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If you have any questions or concerns about the Lunch Program, please contact the School Principal at 661-2848.