

PRINCESS MARGARET SCHOOL LUNCH PROGRAM

2019 - 2020 School Year

The Princess Margaret School Lunch Program is a service offered to families who need lunch hour supervision for their child(ren). The Lunch Program provides supervision for students (not food service). Please read the information below carefully.

WHO NEEDS TO PAY?

All students who stay for lunch, except those whom the Division is obligated to transport, will be charged a fee for the lunch program (policy established by the River East Transcona School Division).

The only students the school division is obligated to transport (and thus exempt from paying) are those catchment area students from rural areas (East St. Paul municipality) and students transported with special needs.

Please Note: In all cases, if you have opted to attend Princess Margaret School as a School of Choice, you will be charged a fee for the lunch program.

PROGRAM OUTLINE

- The Lunch Program's goal is to provide a well supervised and safe environment for students. In order to accomplish this, personal information may need to be shared by the school with the Lunch Program as it might relate to health care and supervision issues at lunch.
- Children will be supervised in their classrooms as they eat lunch from 11:45 a.m. until 12:10 p.m. From 12:10 p.m. to 12:45 p.m., children will be supervised outside on the playground. All children must be outside by 12:15 p.m. unless the school office declares an indoor recess due to inclement weather conditions. Please make sure your child(ren) is dressed appropriately for weather conditions.
- Children who are staying for lunch may not go to the store or nearby restaurants to purchase or pick up food.
- Lunches need to be brought to school in the morning or delivered by a parent no later than 11:30 a.m.
- Children are expected to follow regular classroom, playground and school rules during the lunch hour.
- Daily attendance is taken by both the Classroom Teacher and the Lunch Supervisor.
- All paid supervisors at Princess Margaret are required to clear the Child Abuse Registry and provide a Criminal Record check from the police department, sign a confidentiality form and receive training in First Aid, Allergies, Epipen, Asthma and CPR.

PROGRAM POLICIES

- This is a **pre-pay program**. For those paying monthly, payment is due by the first of each month.
- Individual payment sent on a daily basis will not be accepted.
- Fees are assessed for late payments and returned cheques.
- Receipts will be issued twice a year: in January for the period September-December, and in June for the period January-June.
- Students going home for lunch are not allowed to return to the school grounds until **12:35 p.m.** when patrols are on post.
- Families who have outstanding lunch program accounts from last year are not able to register for the program until last year's account is paid in full.
- If your child's account falls in arrears, you will receive either a letter or phone call from the Lunch Program. **If payment is not received in full, the Lunch Program services for your child will be suspended.** If the

account is not returned to “good standing”, expulsion from the Lunch Program can occur and alternate arrangements would need to be made outside of the school for your child’s lunch time.

- Participation in the Lunch Program is a privilege. Safe, respectful and responsible behaviour is expected from students during lunch time. This privilege can be lost for serious inappropriate behaviour or repeated behaviour incidents.

2019 - 2020 FEES

Benefits for families:

- Third child in an immediate family is free of charge (youngest child in school is free).
- The month of June 2020 will be free of charge to students whose accounts are in good standing.

Below is the outline of the fee structure, effective September 2019.

Option 1: Pay in full by cheque or cash by September 13, 2019.
Cost \$150.00 for the year. *Kindergarten students cost \$75.00 for the year.*

Option 2: Pay with nine post-dated cheques submitted by September 13, 2019.
Cheques must be dated for the first of every month from **September 2019 to May 2020**.
Cost \$20.00 per month. *Kindergarten students cost \$10.00 per month.*

Option 3: Pay month by month payments due by the 1th of each month. Days not used during one month are non transferable to future months.
Cost \$20.00 per month. *Kindergarten students cost \$10.00 per month.*

Please Note:

- **Part time and casual payments will not be accepted.**
- **No refunds will be given at the end of the year for days not used.**
- **There will be a \$15.00 service charge for any cheques returned.**
- **A late fee of 15.00 per month will be charged to families whose accounts are not in good monthly standing.**

OTHER INFORMATION

1. Is the hot lunch program part of the lunch program?

No, these are two completely different programs run by two separate groups. However, on hot lunch days, all students can stay for lunch free of charge.

2. If my child participates in noon hour extra curricular activities, will I be required to pay if he/she stays for lunch?

Yes. If a student stays for lunch and is supervised by the lunch program staff, they must pay the appropriate fees.

3. What are the costs associated with operating the user pay lunch program?

The primary costs of the program are the wages of the director, treasurer and supervisors. Some other operating costs are payroll deductions, supplies, financial audits and training costs for supervisors.

LUNCH PROGRAM REGISTRATION FORM AND PAYMENT

- **Registration form must be accompanied by payment and is due by September 13, 2019.**
- **Only one form and cheque per family is required.**
- Please make cheques payable to **“Princess Margaret School Lunch Program”**.
- **Please write all children’s names and grades on the cheque or envelope.**

FAMILY INFORMATION

Children’s Names	Room	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents’ Names: _____ Phone: _____

Address: _____ Email: _____

CHECK ONE AND SUBMIT PAYMENT

_____ I am choosing payment **Option 1**. I have included payment in full of **\$150.00** per child.
Kindergarten students cost \$75.00 for the year.

_____ I am choosing payment **Option 2**. I have enclosed nine post-dated cheques for **\$20.00** per child.
Kindergarten students cost \$10.00 per child. (dated September 1, 2019 – May 1, 2020). Please write your child(ren)’s name and classroom number on the cheque.

_____ I am choosing payment **Option 3**. Pay month by month. Payments are due by the first of each month. Days not used during one month are non transferable to future months. **Cost \$20.00 per month. Kindergarten students cost \$10.00 per month.**

_____ My child(ren) will be using the lunch program but is (are) **not required to pay** as we are from the **rural area of East St. Paul** **or my child is transported by the Division because of special needs (this does not include families who attend Princess Margaret as a School of Choice).**

_____ My child(ren) will not be participating in the lunch program.

PLEASE SIGN

My signature indicates my acceptance of the policies of the Princess Margaret School Lunch Program. I have read the information on the previous pages and wish for my child(ren) to be registered. I understand my obligation to make the appropriate payments for my child in a timely manner and that failure to do so will result in my child(ren) being removed from the lunch program.

Signature: _____ Date: _____