

# POLSON SCHOOL LUNCH PROGRAM



## Policies and Expectations

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### 1.0 POLICIES

#### 1.01 Purpose

The Polson 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 Polson 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 (11:35 – 12:05). During inclement weather, students will remain inside. Please ensure your child has weather appropriate clothing. Supervisors will then monitor the eating areas and hallways while the students eat lunch (12:05 – 12:35). Please remind your child that they must eat their lunch within this time period.

Students who do not participate in the lunch program may not return to school before 12:35 pm.

Students will provide their own lunches and will eat in the designated area. **This program does not provide hot meals.** We would ask parents to continue to send nutritious lunches to school that are ready to eat. If your child enjoys a hot meal, please heat the meal at home and send it in an insulated / heat supporting container. No heating of meals will be provided by our lunch program.

**Please note** that students will be encouraged to eat their lunches. However, uneaten portions will be sent back in the lunch bags.

For safety reasons, if a student is registered as Full Time and will not be staying at the school during a lunch break for any reason, a phone call to the Polson School office (204-669-4490) to advise of the student's absence is requested.

**Polson School is a nut free school. Please be aware that foods or snacks containing 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 fundraising 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 Polson 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 upcoming school year. Students may participate in the Lunch Program by returning a completed Registration Form, together with applicable payment, to the Polson School Office. **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. If parents choose not to register at the start of the school year, registration is available at any time during the year.

### 1.04 Registration Options

**If your child will stay at school occasionally for lunch (i.e. special lunch), please complete a Registration Form for him/her and register as "Casual".**

**If your child is entering Kindergarten,** the registration options are:

- Full time      - the student will regularly be eating lunch at school every day of the Kindergarten school year
- Part time      - the student will be eating lunch at school once in a while, but not every Day

**If your child is entering Grades 1 to 5,** 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 school once in a while, but not every Day

**All unpaid fees from the previous school year are to be paid in full before registration for the next school will be accepted.**

## 1.05 Fees and Methods of Payment

### **Kindergarten student user fees are:**

- **Full time:** 137.25 / year for each child, payable in the following ways:
  - One cheque in the amount of 137.25 dated September 8, 2021. **OR**
  - Six cheques - the first cheque in the amount of 23.25 dated September 8, 2021 and the remaining five cheques each in the amount of 22.80 and post-dated to the first of the month October 2021 to February 2022.
- **Part time:** One cheque in the amount of 15.00 dated September 8, 2021 - provides for 10 days (equivalent of one day per month) of eating lunch at school per child.

**You will be advised when you have five (5) days of use left.**

- **Casual:** 1.50 per day payable as your child is staying

### **Grades 1 to 5 student user fees are:**

- **Full time:** 274.50 / year for each child, payable in the following ways:
  - One cheque in the amount of 274.50 dated September 8, 2021. **OR**
  - Six cheques in the amount of 45.75 each, the first cheque dated September 8, 2021 and the remaining five cheques post-dated to the first of the month October 2021 to February 2022.
- **Part time:** One cheque in the amount of 15.00 dated September 8, 2021 – provides for 10 days (equivalent of one day per month) of eating lunch at school per child.

**You will be advised when you have five (5) days of use left.**

- **Casual:** 1.50 per day payable as your child is staying

Preferred method of payment is cheque or money order 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 / money order or envelope to ensure payment is applied correctly to each student.** Cheques are to be made payable to:

**POLSON SCHOOL LUNCH PROGRAM.**

**NB. If you have any questions or concerns about the registration process, please contact the Polson School Office/ Principal 204-669-4490.**

### 1.06 Late Payment

In the event of late payment, the Lunch Program Coordinator, in consultation with School Principal, 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 unless other arrangements are made.
2. If payment is not received and/or arrangements made, a 2<sup>nd</sup> letter will be sent stating that the child/children will be sent home for lunch if payment is not received by a set date.
3. If payment and/or arrangements are still not made students will be sent home at lunch hour on the date specified in the above letter.

### 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. There will also be a bank service charge of \$7.00 due and payable for each NSF cheque received by the Polson School Lunch Program.

### 1.08 Receipts

Receipts will be issued to parents / guardians immediately in the case of a cash payment; or once payments have been processed by our financial institution in the case of payment in full by cheque; or in December and April in the case of post-dated cheques, once payments have been processed by our financial institution. Receipts will only be issued to registered Full Time and Part Time users. Receipts will be issued to the signature on the cheque(s). Please contact the Treasurer, Polson School Lunch Program 204-669-4490, if the name on the receipt is to be someone else. **We are not responsible for lost receipts and duplicate receipts are not provided.**

### 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.

## 2.0 EXPECTATIONS

The Polson 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 you 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 Polson School's Expectations

### **BE SAFE, RESPECTFUL and RESPONSIBLE**

1. Respect everyone and treat each other fairly.
2. Keep your hands to yourself. "Hands off" policy is always in effect.
3. Use your inside voice.
4. Raise your hand if you need anything.
5. There is to be no sharing or trading of any food or money.
6. Students are responsible for disposing their own garbage.
7. You may not go back to your classroom until the lunch hour is completed.
8. As per the School's Policy: electronic items and expensive toys, such as, but not limited to – cellphones, MP3 players, hand held Nintendo games, radios, tablets, etc. are not to be brought to school. These items are expensive and can be easily broken or misplaced, often causing considerable disruption to the school day.
10. Trading cards, such as Pokémon, are to remain at home as the "trading" of these cards often causes friction among students.
11. A supervisor will let students know when it is time to line up.
12. When leaving for outside, please use the assigned doors.
13. Students are to remain on the school grounds at all times.
14. Walking is expected in the school and/or lunch room.

NB. Parents have the responsibility to review and promote cooperation of 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. 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 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 expectations 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 Principal, will implement the following procedure, using the Lunch Program Referral Sheet:

- 1<sup>st</sup> Referral: To the Supervisor, who will speak to the student about the problem. The Supervisor will record the date the student was spoken to and initial the form under First Referral. Principal will call the parents/guardians about the incident.
- 2<sup>nd</sup> Referral: To Principal, who will call the parent to enlist their support. The Administrator will record the date of parent contact and initial the form under Second Referral.
- 3<sup>rd</sup> Referral: To Principal, who will call the parent and remove the student's lunch privileges for TWO days (entire lunch period). Students will spend the entire lunch break in the timeout area outside the lunchroom.
- 4<sup>th</sup> Referral: To Principal, who will call the parent and remove the student's lunch privileges for FIVE days (entire lunch period). Students will spend the entire lunch break in the timeout area outside the lunchroom.
- 5<sup>th</sup> Referral: To Principal, who will remove the student's lunch privileges. Parents will make alternate arrangements for their child.

**NB. If you have any questions or concerns about the information contained in this Registration package, please contact the Polson School Principal 204-669-4490.**