

SHS LUNCH PROGRAM GRADES 1 – 5

POLICIES AND RULES 2018/2019

1.0 POLICIES

1.01 PURPOSE

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

1.02 ABOUT THE PROGRAM

The Springfield Heights 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 (11:45 - 12:10). 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). 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 12:30 pm.

Students will provide their own lunches, drinks and utensils and will eat in their classrooms. This program does not provide hot meals.

Springfield Heights 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”.

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 Springfield Heights 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 payment, to the Springfield Heights School Office by Friday, June 8, 2018. Please see 1.05 FEES and METHODS OF PAYMENT below for payment options.

One Registration Form is required for each student wishing to participate in the Lunch Program. Please enclose all payments in a sealed envelope with the child's name and "SHS Lunch Program" clearly printed on the front.

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. The registration option of full time or casual may also be changed by sending a note requesting the change to the Lunch Program Coordinator.**

There will be no days or reasons for which the user fee is not required. The user fee will continue to be payable on days where a child is involved in any extracurricular activity, whether that activity is organized by the school or by an outside organization. Conflict Mediators, Lunch Patrols, Milk Monitors, etc are required to pay as these students still require supervision during the lunch break. Basically, if a child remains at school during the lunch break, the user fee is payable.

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 school less than 16 days per month

1.05 FEES and METHODS OF PAYMENT

Full time: \$160.00/year for each child, payable in the following ways:

Payment in full – one cheque for \$160.00

OR

Two post-dated cheques dated for September 1, 2018 & February 1, 2019.
Each cheque should be made out for \$80.00 per child.

OR

Ten post-dated cheques dated for September 1, October 1, November 1, etc. up to June 1.
Each cheque should be made out for \$16.00 per child.

Casual: This option is for children who stay less than 16 days in a month. The casual rate is \$1.00 per day. A bill will be sent out at the end of each month. If you select this option, please send a cheque for \$10.00 to cover

first 10 days that your child is supervised in the lunch program.

NB. If you have any questions or concerns about the registration process, please contact the Lunch Program Coordinator, 204-663-5078.

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 may be a service charge of \$15.00 for each NSF cheque received by the Lunch Program.

1.08 RECEIPTS

Receipts will be issued to parents/guardians on the same schedule as their chosen payment method, beginning in September. These receipts can be used for income tax purpose. They will be issued to the signature on the cheque(s). Please contact the Coordinator at SHS Lunch Program, 204-663-5078, if the name on the receipt should be made out to 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.









1.10 **EMERGENCY CONTACT**

In the event of an emergency, the school will call the emergency contact listed in the the school’s records.

2.0 **RULES**

The Springfield Heights 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 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 Springfield Heights School’s Lunch Expectations**

SHS LUNCH MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Eat your own food seated at your spot  Follow adult instruction	 Wash your hands  Get dressed for the weather  Pack up lunches and throw away garbage	 Listen to the adult and students supervisors  Stay seated and wait to be dismissed  Use a level 3 voice

Lunchroom Expectations

1. Due to allergies, lunches are not to be traded or shared.
2. Students must remain seated while eating.
3. Students must ask permission to leave the lunch room.
4. Students are not allowed to leave the schoolyard during the lunch break.
5. As per the School’s Policy: electronic items and expensive toys, such as, but not limited to – iPods, iPads or other tablets are not to be used in the lunch room. These items are expensive and can be easily broken or get misplaced.

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 REPORTING ABSENCES

It is very important for our Lunch Supervisors to know if your child will be away during the lunch hour. If you are taking your child out of the school over lunch, please send their teacher a note or email so that this can be communicated to the supervisors. All students in the Lunch Program must stay on school grounds unless lunch supervisors are otherwise notified by a parent/guardian.

2.03 BEHAVIOUR MANAGEMENT

The River East Transcona School Division adheres to the "Code of Conduct" to promote a healthy school culture. The "Code of Conduct" may be found at http://www.retsd.mb.ca/Lists/Publications/code_conduct.pdf

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, using the Lunch Program Referral Sheet:

1. The Supervisor will speak to the student about the problem. An SHS Discipline Event Form may be filled out and handed in to Administration.
2. In the case of ongoing unacceptable behaviour or a serious incident, Administration will contact the parent/guardian.
3. Should the unacceptable behaviour continue, the student will lose lunch privileges. Parents will need to make other arrangements for their child 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.