

**SUN VALLEY LUNCH BUNCH
POLICIES AND RULES 2017-18**

1.0 POLICIES

1.01 PURPOSE

The Sun Valley Lunch Bunch is a non-profit organization, run by a committee of volunteer parents, 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

Lunch Bunch is an **optional** user-pay lunch supervision program. ALL students who will be at school between 11:40am and 12:40pm **MUST** be registered. Parents who choose not to participate in the Lunch Bunch program must make alternate lunch supervision arrangements outside of school.

Supervisors, hired by the Lunch Bunch Coordinator, will monitor the classrooms and hallways while the children eat lunch (11:40am-12:10pm). 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 (12:10pm-12:40pm). During inclement weather, students will remain inside (per school policies). Please ensure your child has weather appropriate clothing.

Students who do not participate in the Lunch Bunch program must leave the school at 11:40am and may not return to school before 12:30 pm.

Students will provide their own lunches and will eat in their classroom. This program does not provide hot meals.

Sun Valley School is a peanut and nut-free school. Please be aware that foods or snacks containing peanuts or other 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 school provides all pertinent medical information regarding your child to the Lunch Bunch program which is shared with Lunch Bunch supervisors to maintain the safety of your child during the lunch break.

Lunch Bunch is not a fundraising venture. It is a non-profit organization and all money collected is used to pay the salaries of the Lunch Bunch Coordinator and Lunch Supervisors, any training required, and for miscellaneous expenses related to the operation of Lunch Bunch. All funds from this program are managed in the Sun Valley Lunch Bunch bank account and are separate from any school bank accounts.

1.03 REGISTRATION

The registration package, including Policies and Rules and the registration form will be sent home with student couriers in May of each year for the coming school year. Students may participate in the Lunch Bunch program by returning a completed registration form, together with the applicable payment.

One registration form is required for each family with children wishing to participate in the Lunch Bunch program.

A new registration form must be completed for each school year. Students transferring into the school and wishing to register in the Lunch Bunch program may obtain a registration form from the school office. Participation in Lunch Bunch 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 Bunch program changes at any time during the school year, please let the treasurer know by email (laura@nickelsanddimes.ca).

Full-Time	The student will be eating lunch at school every day.
Part-Time	The student will be eating lunch at school on a less than full-time basis.
Casual	The student will be eating lunch outside school every day, but may need to stay at school for lunch from time to time.

1.05 FEES and METHODS OF PAYMENT

Full-Time	\$185.00 per year per child payable by: 1 cheque for \$185.00/child payable by September 1, 2017 2 cheques for \$75.00/per child dated Sept 1, 2017 and Feb 1, 2018 or 10 cheques for \$15.00/child dated monthly Sept 1, 2017 to June 1, 2018
Part-Time	1 cheque for \$75.00 per child Provides 50 days of lunch supervision. Additional days may be purchased throughout the year with total payments not exceeding the full-time rate of \$185.00/year
Casual	\$3/day – Student brings payment on days they stay

Registration and user fees are not required or used on Hot Lunch days. There will be no other days or reasons for which registration and user fees are 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. Basically, if a child remains at school during the lunch break, the user fee is payable.

We prefer to receive payment by cheque. We are not responsible for lost or stolen cash. Payment may be made with one cheque for all children in one family. Please write your child(ren)'s name(s) on the cheque to ensure payment is applied correctly for each child. There are a number of unrelated students in the school with the same last name, so this is very important and much appreciated! Cheques are to be made payable to: **SUN VALLEY LUNCH BUNCH.**

NB. If you have any questions or concerns about the registration process, please contact our Treasurer, Laura Patton, at 204.791.0565 or by email laura@nickelsanddimes.ca.

1.06 NON-PAYMENT

Non-payment will be viewed as a parental decision not to use the services of the Lunch Bunch program; alternate lunch supervision arrangements must be made and are exclusively the responsibility of parents. School administration will be advised of students who have not registered/paid and are participating in the Lunch Bunch program. Administration will follow up with parents to ensure alternate lunch supervision arrangements are made.

1.07 RETURNED CHEQUES

You will be informed of returned cheques as soon as possible. There is a \$10.00 service charge for each returned cheque received by the Lunch Bunch program. Unpaid fees, including the \$10.00 service charge, must be re-paid by the next deposit date. We will let you know the next deposit date when we notify you of the returned cheque. Any fees not paid by that date will be viewed as non-payment (view non-payment policy in 1.06 above) and a parental decision not to participate in the Lunch Bunch program.

1.08 RECEIPTS

Income Tax receipts will be issued to parents/guardians in February for Sept-Dec fees from the previous calendar year and in June for Jan-June fees for the current year. We are not responsible for lost receipts.

1.09 REFUNDS

When a student leaves the school, the unused portion of the user fee will be returned upon request.

Unused part-time fees of a grade 5 student leaving the school will be transferred to other family members registered in the Lunch Bunch program. Where there are no family members remaining in the school, the unused portion of the user fee will be returned upon request.

Students removed from the Lunch Bunch Program for behaviour concerns are not eligible for refunds.

Please email our Treasurer, Laura Patton (laura@nickelsanddimes.ca), to request a refund.

2.0 RULES

Eating lunch at school is a **privilege** and appropriate behaviour is expected. The Sun Valley Lunch Bunch will be enforcing Sun Valley School's Behaviour Matrix for all students who attend the program.

The following behaviour management policy is also in place to make the lunch break a safe and friendly place for all children attending Lunch Bunch. You will be notified by school administration if your child does not follow these expectations. If the behaviour continues, your child may be removed from the program. Please carefully review the following Behaviour Management Policy with your child.

2.01 BEHAVIOUR MANAGEMENT – EXPECTATIONS FROM STUDENTS

1. Students are to be respectful to each other and to Lunch Bunch supervisors and staff.
2. Students are expected to sit while eating or drinking. Talking (indoor voices) is acceptable but loud noises, running or shouting is unacceptable for the classroom.
3. Students are expected to eat their own lunches. Sharing of lunch items or snacks is not allowed because of life threatening allergies. Uneaten food from lunches should be taken home.
4. Parents will be notified of life threatening food allergies in their child's classroom. However, any foods containing peanuts, nuts or nut products may not be brought into the school.
5. Students are expected to clean up after eating and take out a quiet activity. Students are to remain at their seats during this time. A bell at 12:05 indicates that it is time to clean up and prepare to go outside. Students are dismissed to the outdoors at 12:10.
6. Students will leave the school promptly for lunch recess and ask permission to reenter the building during the break. If a student needs to reenter the school during lunch recess, they must ask the lunch supervisor for a "Lunch Bunch" or "Hallway" pass.
7. Students may not leave the school grounds at any time in the lunch period.
8. Students spend from 12:10 to 12:40 outdoors, so it is important that they be dressed for the weather.

2.02 BEHAVIOUR MANAGEMENT – ENFORCEMENT

From time to time, a small number of students find it difficult to follow the rules of good behaviour for Lunch Bunch. These students are given reminders and encouragement to behave. When concerning behaviour persists, Lunch Bunch, in consultation with school administration, will implement the following procedures:

1. The supervisor will speak to the student about the problem. An Incident Report may be filled out and handed in for administration to follow up on.
2. In the case of ongoing unacceptable behaviour or a serious incident, school administration will be involved and a parent/guardian will be contacted by phone.
3. Should the unacceptable behaviour continue, the student will lose Lunch Bunch privileges. Parents would 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.