



## Westview School Lunch Program

600 Hoka St, Winnipeg, MB R2C 2V1 • Telephone 204. 958-6412 • Fax 204.222.4829

May 2018

Re: 2018 / 2019 Lunch Program Registration

Dear Parent / Guardian:

Please find attached our Registration Package for the lunch program for the 2018 / 2019 school year. We encourage you to read through the Policies and Expectations, which explains our program and contains important information. Here are a few things to note:

- Any child staying at Westview School during the lunch break, even once, needs to be registered with the Westview School Lunch Program (WSLP).
- The WSLP provides on-site supervision of students at the school during lunch hour. As lunch breaks are a parental responsibility, if your child is not registered in the WSLP you must make other arrangements for your child(ren) during the lunch break.
- The user fee for the 2018 / 2019 school year will be 186.00 per year per student. Please note:
  - Information on registration and payment options can be found in Sections 1.04 and 1.05 of the attached registration package.
  - River East Transcona School Division's Policy JLCG Anaphylaxis, along with JLCG-R1 Anaphylaxis Procedures and JLCG-R2 Anaphylaxis Avoidance Strategies. Please plan lunches accordingly.
    - In line with Westview School's support of the use of WOW Butter in the school for student lunches, please remember that all sandwiches made with WOW Butter must be in a plastic container / bag with the WOW Butter sticker attached. More information on WOW Butter can be found in Section 1.02 of the attached registration package.
  - Cheques may be dated May 28, 2018 or as indicated in Section 1.05 of the attached registration package.

Please complete a registration form for each child and submit the form(s) with the applicable payment to the Westview School Lunch Program through the School office no later than **Monday, May 28, 2018**. **Please place your payment in a sealed envelope with your family name on the outside.**

If you have any questions or concerns, or if you would like more information on becoming involved with the committee, please contact us by leaving a message with the school office (204.958-6412).

Westview School Lunch Program Committee

The Westview School Lunch Program (WSLP) is a non-profit organization dedicated to providing our students with a safe, responsible, respectful environment for parents/ guardians who choose to have their children supervised over the lunch break.

# WESTVIEW SCHOOL LUNCH PROGRAM

## POLICIES AND EXPECTATIONS – 2018 / 2019

### 1.0 POLICIES

#### 1.01 PURPOSE

The Westview School Lunch Program (WSLP) is a non-profit organization dedicated to providing our students with a safe, responsible, respectful environment for parents/ guardians who choose to have their children supervised over the lunch break.

#### 1.02 ABOUT THE PROGRAM

The Westview 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 Westview School Lunch Program Committee, will supervisor the playground during the lunch recess (11:45 – 12:15). Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside. The Supervisors will then monitor the classrooms and hallways while the children eat lunch (12:15 - 12:45). Please remind your child that they must eat their lunch within this time period.

Students who don't participate in the Program may not return to school before **12:45 p.m.**

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. We also do not supply food, spoons or forks.

For safety reasons, please sign out students at the school office if they will be leaving the school during the lunch break, or call and leave a message for the Lunch Program Coordinator if your child has permission to leave the school during the lunch break.

Westview 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". In some classrooms, there may be children with other serious allergies. Parents will be notified by the School if there is an allergy serious enough to prohibit that food from entering the classroom. Any food item that may be questioned of its contents should be labeled:

ie. A sandwich made with Wow butter should be marked. **Please note** that Lunch Program supervisors are **not** responsible for monitoring the contents of students' lunches.

The Lunch Program is not a fundraising venture; it is a non-profit organization with all money collected used to pay the wages of those hired to supervise during the lunch break, pay for any training required, and for miscellaneous expenses related to the operation of the Lunch Program. All funds from this program are managed in the Westview 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 Westview School Office.

**All students entering Kindergarten in 2018 / 2019 and students currently in Kindergarten to Grade 4 – please return the Registration Form and applicable post-dated cheques on or before MONDAY, MAY 28, 2018.**

One Registration Form is required for each student wishing to participate in the Lunch Program. No cash please.

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 during the school year, please complete a Registration Form for him / her and register as “Part Time”. If your child’s use of the Lunch Program changes at any time during the School year, please let the Coordinator know.

To maintain the operation of the Lunch Program, there will be no days or reasons where the user fee is not required. The user fee will continue to be payable on days where a child is involved in any lunch hour activity. **There will be no exemptions for hot lunch days, lunch time activities, school patrols, student leadership positions, field trips, days your child is absent from school due to illness or other reasons, etc.** You will need to take this into consideration when registering for one of the payment options.

For students who are not registered in the Lunch Program and who wish to take part in school staff supervised events, please contact the school office (204-958-6412).

**If your child is entering Kindergarten in 2018 / 2019, the registration options are:**

Full time - the student will be eating lunch at school every day of the Kindergarten school year

Part time - the student will be eating lunch at school on a less than full time basis

**If your child is entering Grades 1 - 5 in 2018 / 2019 school year, 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 on a less than full time basis

**NB. For all students, Kindergarten to Grade 5, please carefully consider the number of days of supervision your child will require in considering the registration options. Refer to section 1.09 Refunds.**

**All unpaid fees from previous school year must be paid in full before registration for the 2018 / 2019 school will be accepted.**

**1.05 FEES and METHODS OF PAYMENT**

**Kindergarten student user fees 2018 / 2019 are:**

**Full time:** 1 cheque \$93.00 per child, dated on or before September 1, 2018.

10 cheques \$9.30 per child, post-dated for the 1<sup>st</sup> of each month, September 2018 to June 2019.

**Part time:** 1 cheque \$46.00 / child dated September 1, 2018 – provides for 46 days (approximately ½ of the Kindergarten school year) of eating lunch at school per child.

1 cheque \$23.00 / child dated September 1, 2018 – provides for 23 days (approximately ¼ of the Kindergarten school year) of eating lunch at school per child.

1 cheque \$10.00 / child dated September 1, 2018 – 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.**

**Grades 1 – 5 student user fees for 2018 / 2019 are:**

<b><u>Full-Time:</u></b>	1 cheque or	\$186.00 per child, dated on or before September 1, 2018 money order
	10 cheques	\$18.60 per child, post-dated for the 1 <sup>st</sup> of each month, September 2018 to June 2019
<b><u>Part-Time:</u></b>	1 cheque or	\$93.00 per child dated on or before September 1, 2018 – money order provides 93 days (approximately 1/2 of the school year)
	1 cheque or	\$46.00 per child dated September 1, 2018 or before – money order provides 46 days (approximately 1/4 of the school year)
	1 cheque or	\$10.00 per child dated September 1, 2018 or before – money order provides 10 days (equivalent of one day per month)

**N.B. Please purchase part time days carefully.** Refer to section 1.09 Refunds. There are no refunds. Extra days purchased **will not** be carried over to the next school year.

We prefer to receive payment by cheque or money order as we are not responsible for lost or stolen cash. Payment may be made by one (1) cheque or money order for all children in one family. Individual cheques or money orders for each child are not required. Please note child's/children's names on the cheque or money order in order to ensure payment is applied correctly to each student. Cheques or money orders are to be made payable to:

**WESTVIEW SCHOOL LUNCH PROGRAM**

\*Note: Cheques are deposited on the **Friday following the first of each month.**

**1.06 LATE PAYMENT**

In the event of late payment, the Westview School 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 Westview School Administrator 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 Westview School Administrator.

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 Westview School Administrator 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, 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 \$5.00 due and payable for each NSF cheque received by the Lunch Program.

#### **1.08 RECEIPTS**

Receipts will be issued to parents / guardian once payments have been processed by our financial institution in the case of payment in full and in January and June for all other payment options. Receipts will be issued to the signature on the cheque(s). Please contact the Treasurer, Westview School Lunch Program, 204-958-6412, 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 transferring out of the school; in this event, the unused portion of the user fee will be returned. Please send a written notification of the student transferring out of the school to the Coordinator, Westview School Lunch Program. This **does not apply** to Grade 5 graduating students.

### **2.0 EXPECTATIONS**

The Westview 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 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 Westview School Lunch Program's/Westview School's Expectations:**

**BE RESPONSIBLE:**

Eat your own lunch



Clean up after yourself



**BE RESPECTFUL:**

Raise your hand if you need help



Use a level 3 voice



**BE SAFE:**

Stay seated



Keep hands and feet to self



**N.B.** Parents have the responsibility to review and promote cooperation regarding these expectations with their child on a regular basis. 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. 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 expectations that students are expected to follow so that we can maintain a safe, orderly and relaxing atmosphere for all lunch break 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 acceptable 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 will be filled out and be submitted to the Coordinator and to School Administration.
2. In the case of ongoing unacceptable behaviour or in an event of a serious incident, an incident report will be filled out and submitted to the Coordinator and to School Administration. A letter will also be sent home to the parent/guardian explaining the incident and requesting that the Expectations for Lunch Time be reviewed with the child. Administration may also contact the parent/guardian to enlist their support. A continuum of strategies will be used as a response to lunch break behaviour issues. These could include approaches such as 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 Westview School Lunch Program Committee by leaving a message with the school office at (204) 958-6412.**



**WESTVIEW LUNCH PROGRAM**  
**REGISTRATION FORM 2018/ 2019**  
**\*\*Due Monday, May 28, 2018\*\***

**FOR LUNCH PROGRAM USE ONLY**

Student's Name	
Teacher's Name	
Room #	
<input type="checkbox"/> Full time	<input type="checkbox"/> Part Time
Medical Concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you registering more than one child in program? Yes or No  
 (complete a separate form for each child)

CHILD'S NAME:  Birth Date:  Grade in 2018/19- 1 2 3 4 5  
mm/dd/yyyy (circle one)

Address:  Postal Code:  Home Phone #:

MOTHER/Guardian #1 Name:  Employer:

Day Time Phone #:  Cell #:  Email :

FATHER/Guardian #2 Name:  Employer:

Day Time Phone #:  Cell #:  Email :

**EMERGENCY CONTACT (Parents/Guardians will be contacted first):**

Name:  Relationship to Child:

Address:  Phone # 1:  #2:

**SPECIAL INSTRUCTIONS FOR MY CHILD – i.e. Allergies, medications, medical (medical alert bracelet)**

**\*\*Lunch Program staff maintain the confidentiality of all information pertaining to students and their Families.**

**Please notify the Lunch Program Coordinator at 204-958-6412 immediately of any changes to the above information.**

**Registration Options**

- 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

**All unpaid fees from the previous school year must be paid in full before registration for the 2018/ 2019 school will be accepted.**

**PAYMENT OPTIONS:** (please check either Full-Time or Part-Time and the desired payment plan):

- Full-Time:  1 cheque/money order: \$186.00 per child, dated on or before September 1, 2018
- 10 post-dated cheques: \$18.60 per child per month, dated the 1<sup>st</sup> of each month September 2018-June 2019
- Part-Time:  1 cheque/money order: \$93.00 per child dated on or before September 1, 2018 – provides 93 days (approximately 1/2 of the school year) of eating lunch at school
- 1 cheque/money order: \$46.00 per child dated on or before September 1, 2018 – provides 46 days (approximately 1/4 of the school year) of eating lunch at school
- 1 cheque/money order: \$10.00 per child dated on or before September 1, 2018- provides 10 days (equivalent of one day per month) of eating lunch at school

**\*\*\* Please purchase part-time days carefully as there are NO REFUNDS. \*\*\***

1. Please return a completed Registration Form for each child, along with the appropriate payment when applicable, to the School Office on or before **Monday, MAY 28, 2018**.
2. Place your registration forms and payment in a sealed envelope with your family name on the outside.
3. Make cheques or money orders payable to 'WESTVIEW LUNCH PROGRAM'. Receipts will be issued once payments have been processed by our financial institution.
4. Westview Lunch Program will be accepting the payment of user fees through **cheque or money order only**. If this is a concern, please contact the school Principal at (204) 958-6412.
5. Payment may be made by one (1) cheque or money order for all children in one family; individual cheques/money orders for each child are not required. Please note child's/children's names on the cheque/money order to ensure payment is applied correctly to each student.
6. Late payment will result in removal from the Lunch Program. Parents/guardians will need to make alternate supervision arrangements for the lunch break. All outstanding fees must be paid in full in order to access the program thereafter.
7. Please note that a **\$5.00 chargeback fee will be applied to all NSF cheques.**

**ACKNOWLEDGEMENT**

My child and I have gone over the attached Responsibilities of Students and we understand them. I understand that if they are not followed, my child may lose the privilege of participating in the Lunch Program. I have also read the attached Responsibilities of Parents and understand them.

Date

Parent /Guardian Name (please print)

Parent/Guardian Signature

I understand the rules of the Lunch Program and I promise to follow them.

Child's Name (please print)

Child's Signature

**If you have any questions/concerns about the Lunch Program, please contact the Coordinator at (204) 958-6412.**