

# WESTVIEW SCHOOL LUNCH PROGRAM

## POLICIES AND EXPECTATIONS - 2024 / 2025

### 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 supervise the students in the classroom for the first half of the lunch hour and in the playground for the second half of the lunch hour. During inclement weather, students will remain inside. The Supervisors will then monitor the classrooms and hallways while the children eat lunch.

Students who do not participate in the Program may not return to school before **12:35 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 the Westview School office (204-958-6412) 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 are additional allergies serious enough to prohibit that food from entering the classroom. Any food item that may be questioned of its contents should be labeled. i.e. 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 2024 / 2025** - please return the Registration Form and applicable post-dated cheques on or before **MONDAY, JUNE 17, 2024**.

**Students currently in Kindergarten to Grade 4** – please return the Registration Form and applicable post-dated cheques on or before **MONDAY, JUNE 3, 2024**.

One Registration Form is required for each student wishing to participate in the Lunch Program. No change will be given out from the office.

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 them 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 2024 / 2025**, 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 2024 / 2025 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

**N.B. 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 the previous school year must be paid in full before registration for the 2024 / 2025 school will be accepted.**

**1.05 FEES and METHODS OF PAYMENT**

**Kindergarten student user fees 2023 / 2024 are:**

<b>Full time:</b>	1 cheque	\$91.00 per child, dated June 17, 2024. <b><u>OR</u></b>
	1 cheque	\$91.00 per child, posted-dated September 4, 2024. <b><u>OR</u></b>
	2 cheques	\$45.50 per child, post-dated September 4, 2024 and February 1, 2025. <b><u>OR</u></b>
	6 cheques	\$15.00 per child, posted-dated for September 4, 2024 and \$15.20 each for the remaining five cheques post-dated for the 1 <sup>st</sup> of each month, October 2024 to February 2025.
<b>Part time:</b>	1 cheque	\$45.00 per child dated September 4, 2024 - provides for 45 days (approximately ½ of the Kindergarten school year) of eating lunch at school per child.
	1 cheque	\$22.00 per child dated September 4, 2024 - provides for 22 days (approximately ¼ of the Kindergarten school year) of eating lunch at school per child.
	1 cheque	\$10.00 per child dated September 4, 2024 - 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 to 5 student user fees for 2024 / 2025 are:**

<b><u>Full-Time:</u></b>	1 cheque	\$183.00 per child, dated June 3, 2025. <b><u>OR</u></b>
	1 cheque	\$183.00 per child, post-dated September 4, 2024. <b><u>OR</u></b>
	2 cheques	\$91.50 per child, post- dated September 4, 2024 and February 1, 2025. <b><u>OR</u></b>

	6 cheques	\$30.50 per child, post-dated September 4, 2024 and the remaining five cheques post-dated for the 1 <sup>st</sup> of each month, October 2024 to February 2025.
<b><u>Part-Time:</u></b>	1 cheque	\$91.00 per child dated September 4, 2024 - provides 91 days (approximately 1/2 of the school year).
	1 cheque	\$45.00 per child dated September 4, 2024 - provides 45 days (approximately 1/4 of the school year).
	1 cheque	\$10.00 per child dated September 4, 2024 - 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 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 in order to ensure payment is applied correctly to each student. Cheques 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

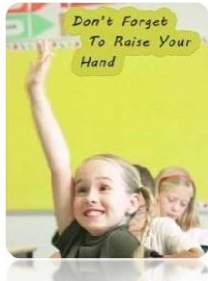


Clean up after yourself



**BE RESPECTFUL:**

Raise your hand if you need help



Use a level 1 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 their 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.**



# In the Lunchroom

I am aware of my thoughts and feelings, so I can....

## Be Safe

Keep hands and feet to self



Stay seated while eating



Move safely around the room



Have permission



## Be Respectful

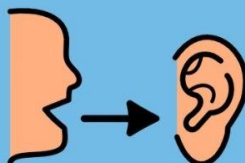
Raise my hand if I need help



Use an expected voice level

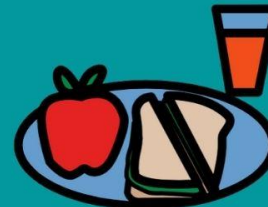


Listen to all adults



## Be Responsible

Eat my own lunch



Do a quiet activity



Clean up after myself



Be aware of my Zone/ Use strategies

