

John Pritchard School



Lunch Supervision Program

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2023/2024 Grade 1-5 Lunch Program Package

Every Student MUST Complete and Return ASAP

Welcome Lunch Program Parents/Guardians,

The John Pritchard School Lunch Program is a service offered to families who are in need of the lunch hour supervision for their child(ren). The program has been developed to support those families who are not home during the day and are prepared to pay for that service. Enclosed you will find our program outline and policies.

Children who are exempt from Lunch Program fees are:

- those whom the division is obligated to transport- which are students in rural areas, who also live more than 1.6 km away from their designated school

The School Division will provide funds to Lunch Programs to supervise these students.

Children who are required to pay for the Lunch Program are:

- all students who stay over the midday break and do not belong to one of the categories listed above
- students who have exercised the “Schools of choice”

The Lunch Program will provide one supervisor per eating area daily. They will monitor the students from 11:15-12:15 while eating their lunch in their classroom, and while on the playground. Supervisors are required to clear the Child Abuse Registry of the City of Winnipeg and complete a confidentiality waiver form. Full-time employees will be trained in First Aide and must obtain a Criminal Record Check.

The Lunch Program’s goal is to provide a well-supervised and therefore safe environment for the students. In order to accomplish this, personal information may need to be shared by the School with the Lunch program as it might relate to health care and supervision issues at lunch. Student specific training is provided to staff as needed.

Students will provide their own lunch and cutlery. There are no microwaves available for heating food. Lunch Program is not responsible for missing cash payments. If sending cash, please advise teacher through email.

If at any time you have any questions or concerns, I can be contacted either in writing via email to dneubauer@retsd.mb.ca or through a phone message left on my voice mail at 204-292-8956

Debby Neubauer – John Pritchard Lunch Program Co-ordinator

GRADES 1 - 5

John Pritchard School Lunch Program – Program Outline

1490 Henderson Highway Phone 204-339-1984

Our Program consists of students on a

- Full-time basis
- Part-time/casual basis

Below are the 3 options by which to register your child for the Lunch Program.

1) Full Time – Pay in Full, 2 Yearly Payments, or Monthly Payments

Payment Option #1 – Pay In Full

- Cheque in the amount of \$120 to be submitted ASAP
- \$120 Cash which can be paid with your registration or by Sept 15, 2023

Payment Option #2 – Twice Yearly

- 2 Post Dated Cheques – one cheque for \$60.00 dated ASAP and 2nd cheque for \$60.00 dated Jan 09, 2023
- \$60 Cash paid no later then Sept 15, 2023 and then \$60 Cash no later then Jan 09, 2024

*****Lunch Program is not responsible if cash payments are lost or go missing. Please email teacher to advise when sending cash in backpack. *****

Cheques should be made payable to “John Pritchard Lunch Program” & your child’s name printed on “memo line.”

2) Monthly Payment – 10 Post-dated cheques

Requires parents to provide 10 post-dated cheques to pay for their child’s lunch supervision. ****Cash payments must also be made of the following due dates. Please ensure your child’s name is in the memo of the cheque or a note attached to cash payments stating child’s name.**

Sept - \$12.00 dated Sept 8, 2023

Nov - \$12.00 dated Nov 3, 2023

Jan - \$12.00 dated Jan 8, 2024

March - \$12.00 dated Mar 4, 2024

May - \$12.00 dated May 6, 2024

Oct - \$12.00 dated Oct 6, 2023

Dec - \$12.00 dated Dec 8, 2023

Feb - \$12.00 dated Feb 5, 2024

April - \$12.00 dated Apr 8, 2024

June - \$12.00 dated June 3, 2024

As these plans are designed for families who are requiring the services of the Lunch Program daily, refunds will NOT be issued at the end of the year for missed days, unless special circumstances have occurred. i.e. Lengthy illness etc. In this case, a written request for a refund will be considered by the board.

3) Casual or Part-time

\$1.00 per day per child. Payment for Casual participation **MUST** be made in advance in increments of \$25.00.

This option is for families that don't require daily use of the lunch program. Please be advised, with this option, you agree that the expectation is your child will commonly have alternate arrangements for lunch supervision in place outside of the school premises.

Payment for Casual participation **must** be made in advance in increments of \$25.00. You will be notified when the 25 days have been used and your next payment will be due immediately. **Payment for individual days will not be accepted.** At the end of the school year, surplus casual monies will be refunded or carried over to next year.

**Lunch supervisors/volunteers should NOT be accepting cash payments daily.

4) Exempt Students & Those Going Home During Lunch

Exempt students and those going home are still required to complete & return the registration form at the back of this information booklet ASAP.

Covid 19 - Lunch Hour Plan

The school will continue using Cohorts. The school will be divided into Cohorts. Each grade level cohort will have a designated play zone in the playground to prevent mixing with other grade level groups within the cohort. Each hallway will also have a designated exit/entrance.

This will remain in place until further notice for Covid 19

Students who go home for lunch should be returning just prior to the end of lunch bell (12:05 pm) and must go directly to their cohort's assigned location upon returning to school.

ARREARS OF LUNCH PROGRAM FEES

You will receive a letter asking for payment. If payment is not received and the account is not returned to "good standing," we will assume you no longer require the service and a FINAL NOTICE will be sent home and you will be required to make alternate arrangements for your child's lunch supervision outside school premises. This is the parents' responsibility.

JOHN PRITCHARD SCHOOL LUNCH SUPERVISION PROGRAM For Kindergarten to Grade 5

POLICIES AND RULES 2023/2024

1.0 POLICIES

1.01 PURPOSE

John Pritchard School Lunch Supervision Program is dedicated to providing our students with a safe, caring and respectful school environment where parents/guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The John Pritchard School Lunch Supervision 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 Supervision Program may stay at school for lunch. Students will provide their own lunches and will eat in the lunchroom. This program does not provide hot meals.

Lunch supervisors hired by the Lunch Supervision Program Committee will monitor the lunchroom and hallways while the children eat lunch and outside while on the playground during the lunch recess. The lunch break is between 11:15 a.m. and 12:15 p.m.

The Lunch Supervision 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 Supervision Program. All funds from this program are managed in the John Pritchard School Lunch Supervision Program bank account and are separate from any School bank accounts.

1.03 REGISTRATION

Registration forms will normally be sent home with every student in **May** of each year for the coming school year. Students may participate in the Lunch Supervision Program by returning a completed Registration Form, together with applicable payment, to the John Pritchard School Office on or before **June 1, 2023 and after that ASAP**. 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.

Supervision 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

Please note: Even if you think your child will stay at school for lunch only a couple of times (this includes pizza day, hot dog day, etc.), 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 School Office know.

Full time: the student will be eating lunch at school every day

Casual/Part-time: the student will be eating lunch at home every day, but may need to stay at school for lunch from time to time

1.05 FEES and METHODS OF PAYMENT

The Lunch Program fees for **2023/2024** are:

Full time: 1 cheque - See registration form for specific payment information OR
2 cheques – See registration form for specific payment information OR
10 cheques - See registration form for specific payment information

Casual/Part-time: 1 cheque - See registration form for specific payment information

Lunch Supervision Program fees are payable for all days that a student stays at school during the lunch break.

If financial circumstances are such that you cannot meet any of these payments, please contact John Pritchard School Administration to make alternate arrangements.

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 the 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 **JOHN PRITCHARD SCHOOL LUNCH SUPERVISION PROGRAM.**

1.06 LATE PAYMENT

In the event of late payment, the Lunch Supervision Program Treasurer, in consultation with School Administration, will implement the following policy:

- The parent/guardian will receive a note/phone call reminding them that a payment has been missed. Payment will be required the next school day.
- At five (5) school days past due, the Treasurer 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 Supervision 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.

- 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 Supervision 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 Supervision 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. Payment in cash, in the amount of the returned cheque plus all applicable bank service charges, will be required.

1.08 RECEIPTS

Receipts will be issued when the payment received has been processed and the receipt will be sent home with the student. Duplicate receipts will not be issued.

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. Please send a written notification of the student leaving the school to the Treasurer, John Pritchard School Lunch Supervision Program.

2.0 RULES

The John Pritchard School Lunch Supervision 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 Supervision Program.

2.01 **Please follow John Pritchard School's Expectations**

Early Years students will go out for recess from 11:20 - 11:40 a.m. From 11:40 a.m. - 12:05 p.m. the students will eat lunch in the lunchroom.

Students must stay seated while eating their lunch. A Supervisor, hired by the Lunch Supervision Program Committee, will supervise the lunchroom and ensure appropriate behavior. The Supervisor will also dismiss students from the lunchroom that they are supervising. There is a bell at the dismissal time, however, students will remain in the room until the room has been cleaned up for the next day and the Supervisor dismisses them.

STUDENTS ARE EXPECTED TO FOLLOW THE LUNCHROOM RULES THAT ARE POSTED IN EACH ROOM:

1. *Remain seated – until you are dismissed by a Supervisor.*
2. *Clean up your area, on top and underneath your table.*
3. *Use indoor/restaurant voices.*
4. *Trash/recyclables are to be discarded in the appropriate bins as you leave the lunchroom, or before you get your jacket, etc.*

The following expectations also apply:

NO NUT PRODUCTS

Be respectful of allergies

HELPING HANDS, FRIENDLY FEET AND MOUTH

Include others at your table & Inside voices

MOVE QUICKLY AND QUIETLY

Remain in lunch area until dismissed by the Supervisor

Walk in quietly and take a seat

BE RESPECTFUL TO STAFF

Listen to lunch supervisors & Follow lunch rules

TAKE RESPONSIBILITY FOR YOUR ACTIONS

Wash your hands before eating

Clean up spills

No sharing food

*Put your trash **in** the garbage and recyclables **in** bins and compost*

Tuck chair in when you leave



2022/2023 GRADE 1 – 5 ONLY REGISTRATION FORM

John Pritchard School Lunch Program – Program Outline

1490 Henderson Highway Phone 204-339-1984

**** All students must complete & return ASAP
...whether using program, going home, or exempt****

Student Name: _____ Grade for 2023/2024: _____

Address: _____

Parent Name: _____ Phone #: _____

Email of Parent/Guardian _____

CHECK ONE OPTION BELOW:

FULL-TIME – PAYMENT IN FULL select one below and complete section selected:

_____ Pay in Full: \$120.00

Payment in full : \$120.00 is attached _____

OR

will be paid by Sept.9, 2023_____

_____ \$60 Cash paid ASAP and then \$60 Cash no later then Jan 8, 2024

_____ 2 Payment option cheques : Post dated cheques attached
(\$60.00 dated ASAP & \$60.00 dated Jan.20, 2023)

_____ 2 Payment option cash : \$60.00 is included _____ & 2nd payment of \$60 due Jan 8,2024

FULL TIME - MONTHLY PAY – select one below and complete section selected:

_____ I am paying monthly and have included my 10 post-dated cheques. (My child's name is printed on the memo line.)

_____ I am paying cash and realize it is my responsibility to ensure my payments are received by the due dates listed in the package

CASUAL or PART-TIME – complete all blanks required

_____ My child will be staying at school during the lunch hour on a part time or casual basis.

_____ Payment for Casual participation of \$25.00 is enclosed

OR

_____ will be paid by Sept.8, 2023

Please Note: Payment for individual days will not be accepted.

_____ I acknowledge that with this option, the expectation is that my child will commonly have alternate arrangements for lunch supervision in place outside of the school premises. I further realize that my child should not return prior to 12:05 pm to the school when coming home for lunch.

EXEMPT

_____ Yes, my child(ren) will be staying at school during the lunch hour. We are not required to pay as we live more than 1.6 km away from our designated school and the School Division is obligated to bus him/her. My address & postal code is _____.

SERVICE NOT REQUIRED

_____ No, my child will not be requiring the services of the Lunch Program. I realize that my child should not return prior to 12:05 pm.

IMPORTANT - By signing below, I acknowledge that I have read the registration package and accept the program's rules and policies. I also confirm that I have reviewed the Rules & Routines page with my child/ren.

I understand it is my responsibility to complete a new Registration form should I decide to change the option I have chosen on this form.

Print- Parent/Guardian: _____

Print- Parent/Guardian: _____

Parent/Guardian Signature: _____

Date: _____