



John Pritchard School

LUNCH PROGRAM

1490 HENDERSON HIGHWAY
WINNIPEG, MANITOBA R2G 1N5
Phone: (204) 339 – 1984
Fax: (204) 334-9899

Registration Package For Kindergarten to Grade 5

POLICIES AND EXPECTATIONS 2025/2026

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.

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 11:20 am and 12:20 pm. Early Years students will eat lunch in the lunchroom from 11:20 to 11:50 a.m. Early Years students will go out for recess from 11:50 a.m. to 12:20 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 spoons or forks.

Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside.

Students going home during the lunch break may return to school at 12:20 pm.

John Pritchard 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 John Pritchard School if there is an allergy serious enough to prohibit that food from entering the classroom.

Please note that Lunch Program Supervisors are not responsible for monitoring the contents of students’ lunches or that lunches are completely eaten. Uneaten portions will be sent home.

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 **September** 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 **September 15, 2025**. One Registration Form is required for each student wishing to participate in the Lunch Supervision 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.

Students wishing to register in the Lunch Supervision Program may obtain a Registration Form from the school office. Participation in the Lunch Supervision 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 them and register as “Part-time”. If your child’s use of the Lunch Supervision 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

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 **2025/2026** are found in the attached Registration Form.

Lunch 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 PROGRAM.**

1.06 LATE PAYMENT

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

1. 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.
2. 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 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 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 the 5.00 bank service charge, 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 Program.

2.0 EXPECTATIONS

The John Pritchard 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 Supervision Program.

2.01 Please follow John Pritchard School's Expectations

Please see the back page for behaviour expectations.

If everyone follows these simple expectations, all students will be safe and have fun.

N.B. Parents have the responsibility to review and promote cooperation regarding these expectations with their child on a regular basis. Students who fail to cooperate with Lunch Program staff and / or to follow Lunch Program expectations may lose the privilege to remain in the Lunch Program. Your child's signature on the Registration Form is their promise to abide by these expectations.

Students must stay seated while eating 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 EXPECTATIONS THAT ARE POSTED IN EACH ROOM:

At John Pritchard School In The Lunchroom We Are

SAFE



Sit and stay in seat



Hands and feet to self



Eat your own lunch

RESPONSIBLE



Clean up after yourself



Tuck in chairs



Transition quickly and carefully

RESPECTFUL



Wait for staff to dismiss



Follow all staff directions



Use inside voices

— Learning To Live Together —



John Pritchard School Lunch Program REGISTRATION FORM

2025/2026 Grade K to 5 Lunch Program Package

PLEASE NOTE: This is a supervision program only. Students will provide their own lunches. Food is not provided.

EVERY Student MUST Complete and Return September 15, 2025

Student Name: _____ Grade in 2025/2026: _____

Address: _____

Parent Name: _____ Phone #: _____

Email of Parent/Guardian _____

CHECK ONE OPTION BELOW:

FULL-TIME

_____ My child will be staying at school every day during the lunch break.

_____ Paid in Full: \$204.60 based on 1.10 per day (paid in full by Sept 15, 2025)

_____ 2 Payment option: two cheques for 102.30 each post dated to September 15, 2025 and January 12, 2026

PART-TIME

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

_____ One cheque for \$22.00 paid by September 15, 2025 - pays for 20 stays at school during the lunch break

Please Note: Payment for individual days will not be accepted. Payment for Part time participation must be made in advance in increments of \$22.00. You will be notified when there are 5 days left of use.

****Lunch supervisors will NOT be accepting cash payments daily.**

_____ 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** before 12:20 pm to the school when coming home for lunch.

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 12:20 pm.

IMPORTANT: By signing below, I acknowledge that I have read the registration package and accept the program's Policies and Expectations. I also confirm that I have reviewed the Expectations 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.

Parent/Guardian **PRINT:** _____

Parent/Guardian **PRINT:** _____

Parent/Guardian **SIGNATURE:** _____

Date: _____

Student: I understand the expectations of the Lunch Program and I promise to follow them.

Child's Name (please print)

Child's Signature