

Lunch Bunch Program

In the River East Transcona School Division, families are responsible for the care of their students over the lunch period. All students remaining at the school between 11:45 and 12:35 must be registered for care in the Lunch Bunch Program. Spots are not limited, but fees are required to cover the costs needed to run the program based on divisional policies and safety requirements.

Important Information:

Registration and payment (all checks or PAD form) must be received before beginning care.

All students, regardless of how casually, will require registration to participate.

Missed payments forfeit care. Families are responsible for arranging their own care until payment is received.

Families who do not require childcare during the lunch hour must have their student(s) picked up each day at 11:45 and not returned before 12:35.

This program does not provide hot meals. Students must be sent with their own lunches.

Lunch items must be nut free, follow any further allergy restrictions set out by their classroom teacher, and cannot be shared with other students.

The Lunch Bunch operates within Sun Valley School. Students will not be traveling to another facility to receive care; however, they will be spending a portion of their time in the school yard, so appropriate clothing for the weather is mandatory.

A full breakdown of the Lunch Bunch policies begins at the back of this document.

Registration forms and method of payment are due by Wednesday June 10th, 2026. Only one registration form is required per family. For any further questions regarding registration & payment please contact Cara at lunchbunchpayments@gmail.com

LUNCH BUNCH POLICIES

1.01 PURPOSE

Lunch Bunch is a non-profit organization run within Sun Valley School, overseen by a committee of volunteer parents, dedicated to providing supervision to students in a safe, caring, respectful environment.

1.02 ABOUT THE PROGRAM

Lunch Bunch is a supervised care program that operates over lunch hour. Students need to be registered and pay fees to attend and remain at the school.

Supervisors are hired by the Lunch Bunch Coordinator in consultation with the school administration to monitor the classrooms and hallways while the children eat lunch at 11:45 am-12:35pm. Students will have half the period to eat, and the other to play outside. During inclement weather, students will remain inside (per school policies). Please ensure that your child has appropriate clothing for the weather.

Students who do not participate in the Lunch Bunch program must leave the school at 11:45 am and may not return to school before 12:35 pm.

Students provide their own lunches and eat in their classroom. Lunch items are not to be shared.

Sun Valley School is a peanut and tree 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. This includes products that have the label "may contain nuts" and/or "made in a factory that produces nut products." In addition to this, some of our classrooms are fish and shellfish aware. You will receive notice if this applies to your child's classroom. The Lunch Program collaborates with the school to ensure the safety of all children. This includes allergies, medical events, injuries, and communicating with parents about registration and payment.

Lunch Bunch is not a fundraising venture. All fees are used to pay the salaries of the Lunch Bunch Coordinator and Lunch Supervisors, required training, and the 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

Registration forms will be included in the Sun Valley student registration package. Completing the registration form and submitting your method of payment is required to begin using the program.

Registration forms are attached at the back of this booklet and can be removed to fill out and submit to the school with their school registration package.

A new registration form must be completed for each school year. Students transferring into the school can submit their form at the time of registration. Families who would like to join the Lunch Bunch later in the year may register at any time by requesting a form from the office and returning it with payment.

1.04 REGISTRATION OPTIONS

Full-Time

Your child will be eating lunch at school every day.

Casual

Your child will occasionally attend the lunch program throughout the school year for a max of ten days as per divisional policy. Families will purchase a ten-day punch card that will remain with their class supervisor. There are no refunds for unused days. Families wishing to continue using the program will pay full-time monthly fees for the remainder of the year.

1.05 FEES

Fees are determined by a daily rate each school year. That rate is multiplied by the number of school days and then broken down into 10 equal monthly payments where families choose their choice of method of payment.

There are no fees required for those students who will ONLY be attending hot lunch fundraisers; however, registration is required to receive care on those days.

Payment Options:

Payments can be made by check(s) or by pre-authorized debits. We are not permitted to carry cash, therefore cannot give change.

There are four payment options available to families. All families must submit their postdated checks or PAD form with their registration before beginning care. Checks are to be made out to Sun Valley Lunch Bunch and need to have the correct dates, amount, and name of the student(s). Checks with incorrect or missing information will be returned for correction.

1.06 NON-PAYMENT

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

1.07 NSF CHECKS

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 paid to continue care. Any fees not paid 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 the September-December portion of fees of the current school year, and the January to June fees of the previous year. We are not responsible for lost receipts.

1.09 REFUNDS

There are no refunds for unused days of care during lunch hour unless your child transfers to a new school. Those transferring to a new school will receive a refund for the remaining portion of fees paid at the time of leaving. Students removed from the Lunch Bunch Program for behavior concerns are not eligible for refunds.

2.0 RULES

Eating lunch at school is a privilege, and appropriate behavior is required. Students are expected to follow the school code of conduct during lunch hour and be respectful of the supervisors. The Lunch Bunch will be enforcing Sun Valley School's Behavior Matrix for all students who attend the program to support behavior management. If behavior becomes unsafe or disrespectful, the Lunch Bunch has the right to end care, and alternate arrangements will need to be made by the family for the lunch hour.

If you have any questions or concerns about the policies and rules, an event that occurred with your child, or are interested in being a supervisor, please contact the Lunch Bunch Coordinator, Darcy, at 204.663.7664 ext. 3242 (during normal school hours) or email sunvalleylunchbunch@gmail.com

For any questions or concerns pertaining to registration and payment, please contact the Lunch Bunch Treasurer, Cara, at lunchbunchpayments@gmail.com

Lunch Bunch Registration Form 2026/27

Students Name:	Grade	Full time or Casual care
1.		
2.		
3.		
4.		
5.		

Parent/Guardians Name:	
Address:	
Email:	
Personal Number:	

Parent/Guardians Name:	
Address:	
Email:	
Personal Number:	

Emergency Contact:	
Relationship to Student:	
Personal Number:	

Any allergies or concerns we should be aware of:

Agreement:

- ☐ I have read and agree to the expectations listed in the policy booklet
- ☐ I have spoken to my child about the rules and behavioral expectations
- ☐ I understand my child must be registered and fees must be in good standing to attend this program.
- ☐ I understand the Lunch Bunch collaborates with the school administration to run this program and may need to communicate in the event of injuries, medical events, payments, and registration.
- ☐ Casual Care Only: I understand there are no refunds for unused days. Full time monthly fees will be due to continue use of the program after the ten days have been used.

Parents Signature: _____ **Date:** _____

LUNCH BUNCH PROGRAM PAYMENTS

Lunch Bunch Program Fees: based at \$1.10 per day

Grades	Annual Total	Monthly Rate	Half Payments
Kindergarten	\$99.50	\$9.95	\$49.75
Grades 1-5	\$199.10	\$19.91	\$99.55
Casual	\$11.00	-	-

Payment Options:

- ☐ Monthly Pre-authorized Debits on the 20th of September-June
- ☐ One check in the full amount dated for June 19, 2026
- ☐ 2 checks, two equal payments dated for June 19, 2026, and February 20, 2027
- ☐ Casual care: One check in the full amount dated for June 15, 2026

All checks are to be made to Sun Valley Lunch Bunch in the correct amount and must include the student's name. Change cannot be made.

E-Transfers can no longer be accepted

****Return this form and payment to the school****

LUNCH BUNCH PAD AGREEMENT

PAYOR INFORMATION:

ACCOUNT HOLDER NAME:					
ADDRESS:					
CITY:		PROVINCE:	MANITOBA	POSTAL CODE:	
PHONE:		EMAIL:			
STUDENT(S) NAME(S):					

PAYEE INFORMATION:

SUN VALLEY LUNCH BUNCH
125 SUN VALLEY DRIVE
WINNIPEG MB R2G 2W4

PHONE: 204.663.7664 ext. 3242
EMAIL: lunchbunchpayments@gmail.com
ACCOUNT: ASSINIBOINE CREDIT UNION

PAYMENT DETAILS:

** PLEASE INCLUDE A VOID CHEQUE OR BANK LETTER WITH ACCOUNT DETAILS UNLESS WE HAVE YOUR BANKING INFORMATION FROM LAST YEAR **

PAD DESCRIPTION:	Lunch Supervision	CPA TRANSACTION TYPE	470
TYPE OF PAD: ☐ Personal PAD ☒ Business PAD ☐ Fund Transfer PAD			
AMOUNT OF FIXED PAYMENT:		FREQUENCY:	Monthly beginning Sept. 20th, 2026

Payment for the 2026-27 school year will begin September 20, 2026, and end June 20, 2027.

AUTHORIZATION: I/we acknowledge that this authorization is provided for the benefit of the "payee" and "procession institution" and is provided in consideration of procession institution agreeing to process debits (PADS) against the account with processing institution in accordance with the rules of the Canadian Payments Association.

By signing this Authorization, the Payor acknowledges having received and having read a copy of this Agreement, including the terms and conditions on page 3, acknowledges understanding the terms and conditions of this Agreement, including the terms and conditions on page 3.

I/We warrant and guarantee that the person(s) whose signatures are required to sign on the Account have signed the Authorization.

Payor Signature	Date
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