

Prince Edward Lunch Program

Policies and Expectations – Grades 1-5

2023/2024

1.0 POLICIES

1.01 PURPOSE

The Prince Edward Lunch Program is a non-profit organization dedicated to providing the students of Prince Edward School with a safe, caring, respectful environment where parents, or guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The Prince Edward Lunch Program is a user-pay lunch supervision program. It is in place to provide a safe environment for the students of Prince Edward School during the lunch break. Only those students registered in the lunch program may stay at school for lunch. The Prince Edward Lunch Program is run by a committee of parent volunteers in cooperation with school administration.

Supervisors, hired by the lunch program committee, will supervise the playground during lunch recess from 11:45 am to 12:15 pm. Please ensure your child has weather appropriate clothing. During poor weather, students will remain indoors. The supervisors will then monitor the classrooms while the children eat lunch from 12:15 pm to 12:45 pm. Please remind your child that they must eat their lunch within this time. Students who do not participate in the lunch program may not return to school before 12:35 pm.

Students will provide their own lunches, drinks and utensils and will eat in the designated lunch rooms.

Prince Edward 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.

The lunch program is not a fund-raising 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, training required and for miscellaneous expenses related to the operation of the lunch program. All funds from this program are managed in the Prince Edward Lunch Program bank account and are separate from any school bank accounts.

1.03 REGISTRATION

Registration forms will be sent home with every student. Students may participate in the lunch program by returning a completed registration form, together with applicable payment, to the Prince Edward School office by **Friday, September 15, 2023**. Please see 1.05 FEES and METHODS OF PAYMENT below for payment options.

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**

**Prince Edward Lunch Program
Policies and Expectations – Grades 1-5
2023/2024**

to the school office. The registration option of full-time or part-time may also be changed by sending a note requesting the change to the lunch program coordinator.

1.04 REGISTRATION OPTIONS

In order to provide for the safe supervision of all students during the lunch break, every student at Prince Edward School must be registered in the lunch program if they plan to stay at school during the lunch break, even if you think your child will stay at school for lunch only once, including students travelling by school bus. If your child's use of the lunch program changes at any time during the school year, please let the coordinator know.

Full-time: The student will be eating lunch at school every day
Part-time The student will be eating lunch at school on less than a full-time basis

Noon hour activities such as hot lunches, sports activities, music rehearsals, leadership positions and special interest clubs are run throughout the year. Any child wishing to participate in these activities must register for the lunch program on a full-time or part-time basis. Please take this into consideration when registering for one of the payment options.

The user fee will continue to be payable on days where a child is involved in any extracurricular activity, whether that activity is organized by the school or by an outside organization. Basically, if a child remains at school during the lunch break, the user fee is payable.

There will be no exemptions for patrols, field trips, days your child is absent from school due to illness, vacations or other reasons, etc.

1.05 FEES and METHODS OF PAYMENT

The Prince Edward Lunch Program accepts payment by cheque and cash delivered to the school office. Make cheques payable to "Prince Edward Lunch Program". Please note your child's/children's name(s) in the memo of the cheque and place it in a sealed envelope with your family name on the outside. Cash payments should be placed in a sealed envelope with your child's/children's name(s) on the outside. Do not send cash payments with child. **PELP is not responsible for lost or stolen cash.** Change will not be given out from the school office.

Full-time

\$204.60/year for each student in grades 1 through 5, payable as follows:

Cheque 1 cheque - \$204.60 dated September 15, 2023; OR

 2 cheques - \$102.30 dated September 15, 2023, and February 1, 2024; OR

 8 cheques - \$29.60 dated September 15, 2023, and \$25.00 dated October 1, November 1, December 1, 2023 and January 1, February 1, March 1, and April 1, 2024.

**Prince Edward Lunch Program
Policies and Expectations – Grades 1-5
2023/2024**

- Cash 1 cash payment - \$204.60 on or before September 15, 2023; OR
- 2 cash payments - \$102.30 on or before September 15, 2023, and February 1, 2024; OR
- 8 cash payments - \$29.60 on or before September 15, 2023, and \$25.00 on or before October 1, November 1, December 1, 2023, and January 1, February 1, March 1, and April 1, 2024.
- Part-time**
- Cheque 1 cheque - \$102.30 dated September 15, 2023, provides for 93 days (half-time) of lunch program use; OR
- 1 cheque - \$11.00 dated September 15, 2023, provides for 10 days of lunch program use.
- Cash 1 cash payment - \$102.30 on or before September 15, 2023, provides for 93 days (half-time) of lunch program use; OR
- 1 cash payment - \$11.00 on or before September 15, 2023, provides for 10 days of lunch program use.

We prefer to receive payment by cheque as **PELP is not responsible for lost or stolen cash.** Should a family send a cash payment with their child and the PELP does not receive it, the family will need to pay again.

You will be advised when you have five (5) days of use left. Please purchase part-time days carefully as there are no refunds (refer to Section 1.09). Additional days may be purchased throughout the year.

1.06 LATE PAYMENT

In the event of late payment, the lunch program committee will implement the following policy:

1. At five (5) school days past due, the parent/guardian will receive a note/email and phone call reminding them that payment has been missed and make arrangements 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 school administration and their child will be removed from the lunch program.
2. At ten (10) school days past due, or at the specified date set in 1. above, the late payment will be viewed as a parental/guardian's decision to no longer use the services of the lunch program. The outstanding account will be forwarded to 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 program again by paying all outstanding fees in full.

Prince Edward Lunch Program

Policies and Expectations – Grades 1-5

2023/2024

If there is an outstanding balance from the previous school year(s), the outstanding balance must be paid before your child/children can use the lunch program for the current year.

1.07 NSF (Non-Sufficient Funds) 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. There will be a service charge of \$5.00 for each NSF cheque received by the lunch program.

1.08 RECEIPTS

Receipts will be issued to parents/guardians immediately in the case of cash payment, and once payment has been processed by our financial institution in the case of payment in full by cheque. Receipts will be issued in January and June in the case of post-dated cheques. Receipts will be issued to the signature on the cheque(s). If the name on the receipt is to be someone else, please contact the treasurer of the Prince Edward Lunch Program at princeedwardlunchprogram@hotmail.com. We are not responsible for lost receipts.

1.09 REFUNDS & OVERPAYMENTS

There will be no refunds unless the student is transferring out of the school. In that 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 treasurer of the Prince Edward Lunch Program. This does not apply to Grade 5 graduating students. Overpayments of \$5 or less will not be reimbursed.

2.0 EXPECTATIONS

The Prince Edward Lunch Program would appreciate that students follow the lunch program expectations. The expectations are in place to make the lunch break a safe and friendly place for all children attending the lunch program.

Lunchroom Expectations

1. The lunch program's behaviour expectations follow the School Behavior Matrix (as attached).
2. Due to allergies, lunches are not to be traded or shared.
3. Students must remain seated while eating.
4. Students must ask permission to leave the lunchroom.
5. Students are not allowed to leave the school yard during the lunch break.

Parents have the responsibility to review and promote cooperation of these expectations with their child(ren) on a regular basis. Students who fail to cooperate with lunch program staff and/or to follow the lunch program expectations may lose the privilege to remain in the lunch program. Your child's signature on the registration form is his/her promise to abide by these expectations. Parents are also expected to follow the lunch program's behavior expectations. Failure to do so may result in your child/children being removed from the lunch program. Your signature on the registration form is your promise to abide by these expectations.

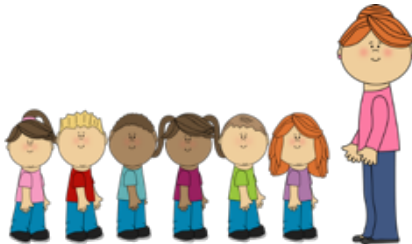
Prince Edward School Behaviour Matrix

Be Safe

Keep hands and feet to yourself



Careful commuting



Be Respectful

Use appropriate voice level

Voice Level Chart	
4	Shouting
3	Loud Voice
2	Speaking
1	Whisper
0	Silent

Listen and follow directions



Show kind actions and words



Be Responsible

Make good choices



Own your actions and words

