

PRINCE EDWARD LUNCH PROGRAM
POLICIES and EXPECTATIONS - GRADES 1 to 5
2024 / 2025

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. This program does not provide hot meals. There are no microwaves available for heating lunches. We also do not supply spoons or forks.

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. 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 Prince Edward School if there is an allergy serious enough to prohibit that food from entering the classroom. SUPERVISORS ARE NOT RESPONSIBLE FOR MONITORING STUDENTS’ LUNCHES.

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 20, 2024. 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 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.

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 (204-667-5727).

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

\$201.30 /year for each student in grades 1 through 5, payable as follows:

Cheque	1 cheque -	\$201.30 dated September 20, 2024; OR
	2 cheques -	\$100.65 dated September 20, 2024, and February 20, 2025; OR
	8 cheques -	\$26.30 dated September 20, 2024, and \$25.00 dated October 20, November 20, December 20, 2024 and January 20, February 20, March 20, and April 20, 2025.
Cash	1 cash payment -	\$201.30 on or before September 20, 2024; OR
	2 cash payments -	\$100.65 on or before September 20, 2024, and February 1, 2025; OR
	8 cash payments -	\$26.30 on or before September 20, 2024, and \$25.00 on or before October 20, November 20, December 20, 2024, and January 20, February 20, March 20, and April 20, 2025.

Part-time

Cheque	1 cheque -	\$100.10 dated September 20, 2024, provides for 91 days (half-time) of lunch program use; OR
	1 cheque -	\$11.00 dated September 20, 2024, provides for 10 days of lunch program use.
Cash	1 cash payment -	\$100.10 on or before September 20, 2024, provides for 91 days (half-time) of lunch program use; OR
	1 cash payment -	\$11.00 on or before September 20, 2024, 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. 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 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 PELP again by paying all outstanding fees in full.

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

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.

2.0 EXPECTATIONS

The Prince Edward 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 Prince Edward Lunch Program's / Prince Edward School's Expectations:

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.

Please see the last two pages for additional 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.

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 Lunch Program / 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. 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.
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 phone call will also be made 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.
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.

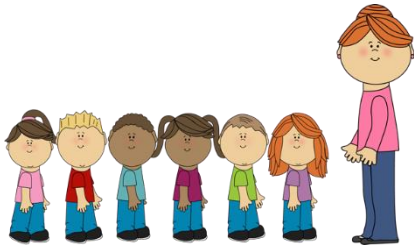
Prince Edward School Behaviour Matrix

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 follow directions and



kind and words Show actions



Be Responsible

Make good choices


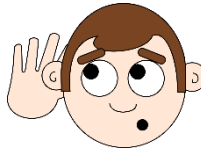




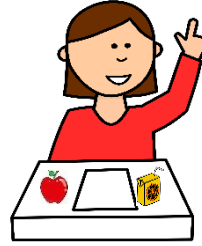
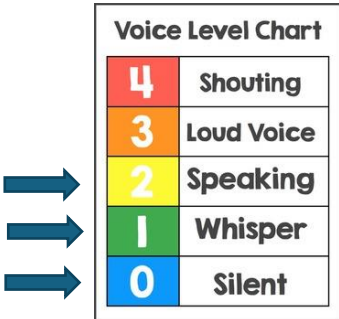


Own your



actions and words.

Prince Edward School Lunch Room Behaviour Matrix

Be Safe	Be Respectful	Be Responsible										
<p>Eat only your food</p> 	<p>Listen to the adult/lunch supervisor</p> 	<p>Clean up your space</p> 										
<p>Stay seated</p> 	<p>Use polite table manners</p> 	<p>Recycle your containers appropriately.</p> 										
<p>Enter and leave with permission</p> 	<p>Level 0-2 voice</p>  <table border="1" data-bbox="898 1136 1144 1453"> <caption>Voice Level Chart</caption> <tr> <td>4</td> <td>Shouting</td> </tr> <tr> <td>3</td> <td>Loud Voice</td> </tr> <tr> <td>2</td> <td>Speaking</td> </tr> <tr> <td>1</td> <td>Whisper</td> </tr> <tr> <td>0</td> <td>Silent</td> </tr> </table>	4	Shouting	3	Loud Voice	2	Speaking	1	Whisper	0	Silent	
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