

# MAPLE LEAF SCHOOL LUNCH PROGRAM

## POLICIES AND EXPECTATIONS 2024-2025

### 1.0 POLICIES

#### 1.01 PURPOSE

The Maple Leaf School Lunch Program (MLSLP) is a non-profit organization dedicated to providing our students with a safe, responsible and respectful environment for parents/guardians who choose to have their children supervised at Maple Leaf School over the lunch break.

#### 1.02 ABOUT THE COMMITTEE

The River East Transcona School Division's (RETS'D's) policy states that the care and supervision of a child during the midday break is a parental responsibility. To accommodate the childcare needs of families, the Maple Leaf School Lunch Program was established and is run by a committee of parent volunteers.

The parent volunteers involved with the MLSLP Committee meet once per month throughout the school year. Meeting dates for the year are established at the first meeting of each school year.

The committee consists of a school administrator (Principal of the school); 1 Chairperson; 1 Vice-Chairperson; 1 Secretary; 1 Communications Officer and 1 paid Treasurer and operates in conjunction with school administration.

The committee provides a monthly report, through school administration to the Parent Council. Any concerns regarding the lunch program must be directed, in writing, to the Chairperson of the lunch program at [mapleleafcommittee@hotmail.com](mailto:mapleleafcommittee@hotmail.com). All parents/guardians with children enrolled in the lunch program, have access to meeting minutes which are in a binder in the school office. Access to this information can be arranged through the lunch program Chairperson. All lunch program documents must remain in the office.

**Without a Lunch Program Committee there is no lunch program. This means families will need to arrange alternate care outside of the school/school grounds for their children over the daily lunch period. We encourage all parents and guardians to volunteer their time for this essential service.**

As set out in the MLSLP Committee Guidelines:

- Any parent or guardian of a child attending Maple Leaf School and registered in the Lunch Program can join the committee.
- New committee members will acquire voting privileges at the fourth (4<sup>th</sup>) meeting of their membership, having attended three (3) previous consecutive Committee meetings.
- Active committee members are defined as those individuals and Maple Leaf School Administration, who attend regularly scheduled MLSLPC meetings, acquire voting privileges, send regrets, and actively participate in the operation of the MLSLP.

#### 1.03 ABOUT THE PROGRAM

The Maple Leaf School Lunch 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 Program and who have paid the associated fees may stay at school/on the school grounds for the duration of the lunch period.

**Students who do not participate in the Lunch Program (i.e. are not enrolled in the MLSLP and have not pre-paid for coverage) may not return to the school/school grounds before 1:00 pm.**

#### What are fees used for?

User pay fees are used to pay for staff ('supervisors') to monitor the children during the lunch period. Staff are first aid certified and have clear criminal record and child abuse registry checks. The staff are hired and managed by the lunch program committee. The school does not provide lunch time childcare.

#### Lunch Hour

Supervisors monitor the classrooms and hallways while the children eat lunch. The program shall not exceed a ratio of one supervisor to 60 students.

Students are expected to eat their lunch during their allocated time. Students will bring their own lunches and utensils to eat in their classrooms. **The program does not provide meals and there are no microwaves or other appliances available for heating lunches.**

Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside following the same divisional guidelines as the school regarding inclement weather.

### **Allergies**

Maple Leaf School is a fish, peanut, and nut aware school. Please be aware that foods or snacks containing fish, 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 the 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.

### **Finances**

The Lunch Program is not a fund-raising venture, it is a non-profit organization. All the money collected is used to pay the wages of those hired to supervise students during the lunch break, required training, and miscellaneous expenses related to the operation of the Lunch Program. All funds from this program are managed in the Maple Leaf School Lunch Program bank account and are separate from the school’s bank account(s).

#### **1.04 REGISTRATION**

Registration forms will be sent home to each family the second Thursday in May for the upcoming school year. All students who will be staying at school/on the school grounds during the lunch break are required to complete a registration form. Students may participate in the Lunch Program by returning a completed registration form along with payment by cheque(s) (see Fees and Methods of payment section below) to the Maple Leaf School Office on or before **June 14, 2024**.

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 or the school website. Participation in the Lunch Program may begin at any time during the school year by returning a completed registration form with the applicable payment to the school office.

#### **1.05 PAYMENT OPTIONS**

##### **Extracurricular noon hour activities**

Noon hour activities such as sports activities, music rehearsals, leadership positions and special interest clubs are run throughout the year. Any child wishing to participate in these activities must either register for the lunch program or must eat lunch off school property and return at 12:35 pm, reporting directly to their activity.

##### **Registration Options**

- Full Time Kindergarten                      The student will be eating lunch at the school on scheduled days.
- Full Time Grades 1 to 5                      The student will be eating lunch at school every day.

### **REGISTRATION FOR THE NEW SCHOOL YEAR, WILL NOT BE ACCEPTED UNTIL ALL OUTSTANDING FEES FROM THE PREVIOUS SCHOOL YEAR ARE PAID IN FULL.**

#### **1.06 FEES AND METHODS OF PAYMENT**

<b>FULL TIME LUNCH SUPERVISION</b>		
<b>TYPE OF ENROLMENT</b>	<b>PAYMENT OPTIONS</b>	
<b>Kindergarten \$90.00/student</b>	<input type="checkbox"/>	1 cheque, \$90.00, dated September 1, 2024.
	<input type="checkbox"/>	10 cheques, \$9.00 each, post-dated for the 1 <sup>st</sup> of each month, September 2024 through June 2025.
<b>Grades 1 to 5 \$180.00/student</b>	<input type="checkbox"/>	1 cheque, \$180.00, dated September 1, 2024.
	<input type="checkbox"/>	10 cheques, \$18.00 each, post-dated for the 1 <sup>st</sup> of each month, September 2024 through June 2025.

## **METHOD OF PAYMENT**

Cheques are the preferred method of payment. If paying by cash, exact payment needs to be submitted as the school office does not provide change. The school, school employees, lunch program employees, and committee members are not responsible for lost or stolen cash. **Cheques must be made payable to “Maple Leaf School Lunch Program” and include the name of the student(s) in the memo.**

## **MORE THAN ONE CHILD**

When registering more than one child please combine your payment onto one (1) cheque for all children in a single family. Please note child(ren)'s name(s) on the cheque(s) to ensure payment is applied correctly to each student.

**Late payment(s) will result in removal from the Lunch Program. Alternate arrangements off-site will need to be made for your child(ren) until outstanding fees have been paid and your account is in good standing.**

### **1.07 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/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. You will need to make alternate arrangements for childcare over the lunch break off-site for your child(ren) until outstanding fees have been paid and your account is in good standing. 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. You will need to off-site arrangements for your child for the lunch break until outstanding fees have been paid and your account is in good standing. Once the required fees have been paid, students may return to the program.

### **1.08 NSF CHEQUES**

Cheques returned for any reason, including NSF, will be considered as late payment and the process outlined in 1.07 Late Payment, above, will be followed. In addition to the lunch fees, there will be a bank service charge of \$10.00 due for each NSF cheque received by the Lunch Program. If two cheques are returned NSF, future payments will need to be made by certified cheque or cash.

### **1.09 RECEIPTS**

Receipts will be created once payments are confirmed to have cleared the lunch program's bank account. Receipts will be sent home on an ongoing basis throughout the school year, as payments are cleared. Please keep these receipts in a secure location as no additional receipts will be provided. All receipts will be issued to the cheque writer. Paper receipts will be sent home with students. The lunch program is not responsible for lost receipts. If you have any questions, please contact the Treasurer, Maple Leaf School Lunch Program, by email to [mapleleaflunchtreasurer@hotmail.com](mailto:mapleleaflunchtreasurer@hotmail.com) or school administration at 204-661-9509.

### **1.10 REFUNDS**




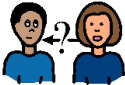




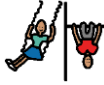
There will be no refunds for unused days unless the student is transferring out of the school. Upon withdrawing from the school, the unused portion of the user fee will be returned. The withdrawal policy does not apply to Grade 5 graduating students.

## 2.0 EXPECTATIONS

### 2.01 BEHAVIOUR EXPECTATIONS

The Maple Leaf School Lunch Program would appreciate your cooperation in supporting 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 may be notified, by the coordinator, if your child is having difficulty meeting these expectations. Please review the School Lunch Behaviour Expectations which were created by staff and students and are consistent with all school-wide expectations. Expectations are posted in the classrooms.

### Maple Leaf School Lunch Behaviour Expectations

Be Safe	Be Respectful	Be Responsible
Stay seated at your own desk or table. 	Quietly eat your own lunch. 	Clean up after yourself. 
Ask permission to leave the classroom. 	Listen to all lunch supervisors. 	Be ready to go outside. 
Ask adult permission before leaving the play area. 	Use fair play. 	Use playground equipment appropriately. 

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

**NOTE:** 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 of remaining in the Lunch Program. Your signature on the Registration Form is a commitment to supporting your child's positive behaviour over the lunch hour.

### 2.02 BEHAVIOUR MANAGEMENT

The River East Transcona School Division (RETSD) 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.

As indicated in section 2.0, 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.

From time to time, a small number of students find it difficult to follow the rules of acceptable behaviour for the Lunch Program. These students are given reminders and encouragement to behave. When concerning behaviour persists, parents will be notified.

Therefore, when a student is not following 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 may 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 alternate location.

2. In the case of ongoing unacceptable behaviour or in the event of a serious incident, an incident report will be filled out and submitted by the Coordinator 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 their 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.

**NOTE:** If you have any questions or concerns about the information contained in this Registration package, please contact the Maple Leaf School Lunch Program Committee by email at [mapleleaflunchcommittee@hotmail.com](mailto:mapleleaflunchcommittee@hotmail.com).