

ÉCOLE MARGARET UNDERHILL USER-PAY LUNCH SUPERVISION

PROGRAM POLICIES AND EXPECTATIONS

2025/2026

PURPOSE

The École Margaret Underhill User-Pay Lunch Supervision Program (ÉMU UPLSP) is a non-profit organization committed to providing a safe, responsible, and respectful lunchtime environment for students whose parents or guardians choose to have them supervised during the lunch hour.

ABOUT THE PROGRAM

The User-Pay Lunch Supervision Program provides supervised care for registered students during the lunch hour. Only students enrolled in the program may remain at school for lunch.

Supervisors, hired by the ÉMU UPLSP Committee, monitor classrooms and hallways while students eat from 11:15 to 11:45 a.m. Students must finish their lunch during this time. From 11:45 to 12:15 p.m., staff supervise the playground; during bad weather, supervision moves indoors.

Students not enrolled in the program may not return to school before 12:10 p.m.

Students must bring their own lunches, which will be eaten in their classrooms. The User-Pay Lunch Supervision Program provides **supervision only** and **does not supply food**.

ÉMU is a peanut and nut-safe school. Foods containing peanuts, tree nuts, or labeled “may contain nuts” or “made in a facility that processes nuts” are strictly prohibited, as they can pose a life-threatening risk to students with allergies. In classrooms with other severe allergies, ÉMU staff will inform parents if additional food restrictions apply.

Lunch Program staff do **not** check lunch contents or ensure lunches are fully eaten. Uneaten food will be sent home.

The ÉMU UPLSP is a **not-for-profit** program. All fees go toward supervisor wages, required training, and related operational expenses. Program funds are managed separately from school accounts.

1.01 REGISTRATION

Registration forms for the Lunch Program are emailed to all families in June for the upcoming school year. A separate form must be completed **each year** for **each student** who will stay at school for lunch.

To enroll, return the completed form—along with any required post-dated cheques—to the ÉMU Office. Students new to the school will receive the form by email from school staff. Registration is open throughout the year; forms and payment can be submitted at any time to join the program.

1.02 REGISTRATION OPTIONS

If your child may stay at school for lunch even occasionally (e.g., hot lunch days, emergencies, SAC closures), please complete a **Registration Form** and select **“Part-time.”**

If your child's lunch needs change during the year, notify the coordinator by emailing **emuupls@gmail.com**.

Lunch Program fees apply on all school days, including when your child participates in extracurricular activities, whether organized by the school or others. To join these activities, students must be registered in the Lunch Program or leave school grounds for lunch and return by 11:45 a.m.

No fee exemptions will be given for field trips, illness, vacations, or other absences.

- **Full-time:** Lunch at school every day
- **Part-time:** Lunch at school occasionally

All unpaid fees from the 2024/2025 school year (current school year) must be paid in full before registration for the 2025/2026 school year (upcoming school year) will be accepted.

1.03 FEES and METHODS OF PAYMENT

Kindergarten		
Option 1		\$93.00 dated June 20, 2025
Option 2		\$93.00 post dated September 22, 2025
Option 3		\$46.50 dated June 20, 2025 & \$46.50 post dated February 23, 2026
Option 4		\$46.50 dated September 22, 2025 & \$46.50 post dated February 23, 2026
Grade 1-5		
Option 1		\$186.00 dated June 20, 2025
Option 2		\$186.00 post dated September 22, 2025
Option 3		\$93.00 dated June 20, 2025 & \$93.00 post dated February 23, 2026
Option 4		\$93.00 dated September 22, 2025 & \$93.00 post dated February 23, 2026

Part-time:

\$1.00 per day (Days can be purchased in groups of 10) A punch card will be kept at school, coordinator will notify parent when more days need to be purchased.

Please note that cash or cheque are the only methods of payments. We cannot accept e-transfer.

N.B. Please purchase part time days carefully. There are no refunds. (Refer to Section 1.09)

Payment by cheque is preferred, as we are not responsible for lost or stolen cash. One cheque per family is sufficient—no need for individual cheques per child. Please include your child(ren)’s names on the cheque to ensure proper processing.

Make cheques payable to **ÉMU UPLSP** and place them in a sealed envelope labeled with your family name.

As lunch hour is a parental responsibility, if your **Full-Time** registered child will be away during lunch, please send a note to their teacher for safety reasons.

1.04 LATE PAYMENT

In the case of late payment, the following steps will be taken by the ÉMU UPLSP Treasurer in consultation with school administration:

1. **Day 1 (Missed Payment):** A reminder note or email will be sent. Payment is expected the next school day.
2. **Day 5 Past Due:** The Treasurer will contact the parent/guardian to arrange full payment by a specified date. If no arrangement is made, the account will be referred to school administration, and the child may be removed from the program.
3. **Day 10 Past Due (or missed agreed date):** Non-payment will be considered a decision to withdraw from the program. The account will be forwarded to school administration, and parents will be asked to make alternate lunch arrangements. Re-enrollment is possible only after all outstanding fees are paid in full.

1.05 Non-Sufficient Funds (NSF) CHEQUES

Returned cheques, including NSF, will be treated as late payments and handled according to the Late Payment policy. A **\$5.00 bank service fee** will also apply to each NSF cheque.

1.06 RECEIPTS

Receipts are issued after payments are processed by the bank:

- For full payments: once processed
- For post-dated cheques: in **September** and **February**
Receipts are issued to the name on the cheque. To request a different name, email the Treasurer at **emuupls@gmail.com**.
Note: We are not responsible for lost receipts, and **receipts will not be reissued**.

1.07 REFUNDS

Refunds are only issued if a student transfers out of the school. In that case, the unused portion of the fee will be refunded.

To request a refund, email notification of the transfer to the ÉMU UPLSP Treasurer.

Note: This does **not** apply to Grade 5 students.

2.0 EXPECTATIONS






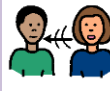



Children in the Lunch Program are expected to follow lunchtime rules to ensure a safe and respectful environment.

Parents/guardians will be notified of any misconduct. Continued misbehavior may result in removal from the program.

Please refer to the Behaviour Management Policy below for details.

2.01 Expected behaviours:

The River East Transcona School Division adheres to the “Code of Conduct” to promote a healthy School culture. 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.

Be safe	Be responsible	Be respectful
I sit on my chair. 	I clean my space. 	I use the volume of 0 – 2. 
I touch only my food. 	After I eat, I choose a calm activity to do. 	I listen to the adults. 
I ask an adult before I leave the class. 	I choose a healthy food first. 	I raise my hand to ask for help. 

Parents are responsible for regularly reviewing lunch expectations with their child and encouraging cooperation.

Students who do not follow the rules or cooperate with staff may lose Lunch Program privileges.

Your signature on the Registration Form confirms their commitment to follow these expectations

If a student does not follow Lunch Program expectations, the following steps will be taken by the Coordinator in consultation with School Administration:

1. **Initial Incident:** The supervisor will speak with the student and submit an Incident Report. Strategies such as verbal reminders, a lunch recess time-out, or lunch in an alternate location may be used.
2. **Ongoing or Serious Incidents:** An Incident Report will be submitted, and the parent/guardian will be contacted to review expectations with the child. School administration may also follow up for additional support.
3. **Continued Misbehavior:** The student may lose lunch privileges, and parents must make alternate lunch arrangements, which are their sole responsibility under Divisional policy

NB. If you have any questions or concerns about the information contained in this Registration package, please contact the ÉMU UPLSP Committee at emuupls@gmail.com .