

1.0 POLICIES

1.01 PURPOSE

The École Springfield Heights School Lunch Program (ÉSHSLP) is a non-profit organization dedicated to providing our students with a safe, caring and respectful environment where parents, or guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The ÉSHSLP is a user pay lunch supervision program. It is in place to provide a safe environment for the students to have lunch. Every student who stays at school over the lunch hour must be registered in the ÉSHSLP.

Supervisors, hired by ÉSHSLP Committee, will monitor the classrooms and hallways, and playground during the lunch hour. The lunch hour runs from 11:55 a.m. to 12:55 p.m. A half hour is dedicated to the students eating lunch in the classrooms and a half hour is dedicated to recess, either indoors or outdoors, depending on the weather. Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside.

Students will bring their own lunches, drinks and utensils and will eat in their classrooms. This program does not provide the option to reheat meals. École Springfield Heights 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 a nut allergy. Please refer to the school division policy by following this link: [JLCG-R2 Anaphylaxis Avoidance Strategies](#)

ÉSHSLP is a non-profit organization. User fees are the sole source of funding for the program and must cover all costs including staffing. All fees from this program are managed in the ÉSHSLP bank account and are held separate from any École Springfield Heights School bank accounts.

1.03 REGISTRATION

Families who would like their child to participate in the ÉSHSLP must register in each school year. Families must complete a separate registration for each child.

Information about the registration process will be distributed to families each year. Students will be permitted to participate in the ÉSHSLP when registration has been submitted. Families will be contacted regarding any incomplete information on their child's registration form, including payment information.

Please refer to the current ÉSHSLP registration information for the fee schedule.

If you have any questions or concerns about the registration process, please contact the ÉSHSLP by email at shslptreasurer@gmail.com

1.04 PAYMENT OF FEES

Families will be expected to follow the payment and fee schedule which is outlined during the registration process.

Families will be contacted by the ÉSHSLP in the event of a payment issue.

Failure to make arrangements for payment will be viewed as a parental decision to no longer use the services of the ÉSHSLP and will result in the student being removed from the ÉSHSLP. The family would then be expected to make alternate arrangements for their child during the lunch break.

1.05 TAX RECEIPTS

Receipts for income tax purposes will be issued in February and June for services that have been provided. Tax receipts will be issued in the name of the primary contact on file with the school.

1.06 REFUNDS









A pro-rated refund will be issued if a child is moving to a new school.

1.07 EMERGENCY CONTACT

In the event of an emergency, the ÉSHSLP will consult with school administration who will contact the parent/guardian.

2.00 RULES

During the lunch hour, in addition to the rules specific to the lunch hour outlined in the matrix below, students are expected to follow the school wide expectations and River East Transcona School Division policies,

SHS LUNCH MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Eat your own food seated at your spot  Follow adult instruction	 Wash your hands  Get dressed for the weather  Pack up lunches and throw away garbage	 Listen to the adult and students supervisors  Stay seated and wait to be dismissed  Use a level 3 voice

2.01 BEHAVIOUR MANAGEMENT

ÉSHSLP expectations are reviewed continuously with all students throughout the year.

When a student is having difficulty consistently meeting expectations, the coordinator of the ÉSHSLP consults with school administration regarding strategies to support student success. If the student continues to struggle, the parent/guardian will be contacted to assist the student to understand the importance of meeting expectations.

Failure to follow expectations may result in suspension or possible exclusion from the lunch program.