

# BERTRUN E. GLAVIN SCHOOL LUNCH PROGRAM

## POLICIES AND EXPECTATIONS

2026 / 2027

### 1.0 POLICIES

#### 1.01 PURPOSE

The Bertrun E. Glavin School Lunch Program (BEGSLP or the “Lunch Program”), is a non-profit organization dedicated to providing our students with a safe, caring and respectful environment where parents / guardians may choose to have their children supervised over the lunch break.

#### 1.02 ABOUT THE PROGRAM

The Bertrun E. Glavin 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 may stay at School for lunch.

Students who do not participate in the lunch program may not return to school before **12:40 pm**.

Supervisors, hired by the Lunch Program Committee, will monitor the assigned spaces and hallways while the children eat lunch and will supervise the playground during the lunch recess. The lunch break schedule is:

Recess from 11:45 am to 12:00 pm

Eating from 12:00 pm to 12:25 pm

Recess from 12:25 pm to 12:45 pm

Students participating in the program must eat their lunch within the allotted time, and be prepared for outdoor activity, including weather appropriate clothing. During inclement weather, students will remain inside.

Students will provide their own lunches and eating utensils and will eat in their assigned space. The BEGSLP does not provide hot meals. **There are no microwaves available for heating lunches.** The Lunch Program does not supply spoons or forks.

Students are not allowed to leave the school or school grounds during the lunch period unless written and signed permission is provided by the parent / guardian requesting the child to do so. Please send your written and signed permission to the Bertrun E. Glavin School office.

Bertrun E. Glavin School makes every effort to protect students with life threatening allergies from exposure to known allergens. Bertrun E. Glavin School Lunch Program follows Bertrun E. Glavin School’s protocols. **Food 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”.

Lunch Program Supervisors are not responsible for monitoring the contents of students’ lunches or that lunches are completely eaten. Uneaten portions will be sent home.

It is the parent’s responsibility to notify the school if a full time user of the Lunch Program will not be staying at school for a particular day to ensure the safety of the child.

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, any training required, and for miscellaneous expenses related to the operation of the Lunch Program. All funds from this program are managed in the Bertrun E. Glavin Lunch Program bank account and are separate from any school bank accounts.

### 1.03 REGISTRATION

Students may participate in the Lunch Program by returning a completed Registration Form and applicable post-dated cheques to the Bertrun E. Glavin School Office. **One Registration Form is required for each child** in the same family wishing to participate in the Lunch Program.

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 to the school office.

### 1.04 REGISTRATION OPTIONS

To maintain the operation of the Lunch Program, there will be no days or reasons where the user fee is not required. 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. **There will be no exemptions for patrols, field trips, days a child is absent from school due to illness or other reasons, etc.**

Even if a child only stays at school once for lunch, a Registration Form must be completed using the "Part time" option. If a child's use of the Lunch Program changes at any time during the school year, the Coordinator must be notified. A message can be left with the school office (204-669-1277).

Students may be registered as:

**Full time** - the student will be eating lunch at school every day

**Part time**- the student will be eating lunch at school on a less than full time basis

***\*\*\*All unpaid fees from the 2025 / 2026 school year must be paid before registration for the 2026 / 2027 school year will be accepted.\*\*\****

### 1.05 FEES and METHODS OF PAYMENT

#### **Kindergarten to Grade 5 student user fees are:**

<b>Full time:</b>	1 cheque	\$235.30 per child, dated on or before September 20, 2026; <b>OR</b>
	2 cheques	\$117.65 per child, dated on or before September 20, 2026 and February 20, 2027; <b>OR</b>
	8 cheques	\$31.60 per child, for the first cheque dated on or before September 20, 2026 and \$29.10 per child, for each of the next seven months post-dated to the 20 <sup>th</sup> of October 2026 to April 2027.

- Part time:** 1 cheque \$117.65 per child, dated on or before September 20, 2026  
 - provides for 90 days (approximately 1/2 of the school year) of staying at school during the lunch break. **OR**
- 1 cheque \$58.50 per child, dated on or before September 20, 2026  
 - provides for 45 days (approximately 1/4 of the school year) of staying at school during the lunch break. **OR**
- 1 cheque \$13.00 per child, dated on or before September 20, 2026  
 - provides for 10 days (equivalent of one day per month) of staying at school during the lunch break (you will be advised should this amount be totally used).

Payment preferred by cheque or money order as **the BEGSLP is not responsible for lost or stolen cash.** Payment may be made by one (1) cheque or money order for all children in one family. Individual cheques or money orders for each child are not required. Please note child's / children's names on the cheque or money order to ensure payment is applied correctly to each student. Cheques or money orders are to be made payable to:

**'BERTRUN E. GLAVIN SCHOOL LUNCH PROGRAM'**

**Cash must not** be sent with a child to school. Arrangements can be made by contacting the Bertrun E. Glavin Lunch Program Coordinator at 204-669-1277.

1.06 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 parent / guardian will receive a note / email reminding them that payment is now 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 their child will be removed from the Lunch Program.
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 child will be removed from the Lunch Program and the parent / guardian will need to make alternate arrangements for their child during the lunch break. School administration will be notified. Should the parent / guardian wish, their child may participate in the Lunch Program again by paying all outstanding fees in full.

1.07 NSF 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 \$7.00 service charge for NSF cheques received by the Lunch Program. **After one (1) NSF cheque, payment arrangements must be made in advance with the Lunch Program Treasurer, for the remainder of the school year.**

## 1.08 RECEIPTS

Receipts will be issued to parents / guardians as follows:

- a) once payments have been processed by the BEGSLP financial institution in the case of payment in full; **or**
- b) in January and June, once payments have been processed by the BEGSLP financial institution for all other payment options

Receipts will be issued to the parent / guardian signee on the cheque(s). If the receipt is to be made out to someone else, the Lunch Program Treasurer must be notified at 204-669-1277. The BEGSLP is not responsible for lost receipts and duplicates will not be issued.

## 1.09 REFUNDS

There will be no refunds unless the student is withdrawing from Bertrun E. Glavin School. In that event, the unused portion of the user fee will be returned. A written notification of the student leaving the school must be sent to the Lunch Program Treasurer.

## 2.0 EXPECTATIONS

The Bertrun E. Glavin School Lunch Program enforces the following good behaviour expectations to ensure the lunch break is a safe and friendly place for all children attending the Lunch Program. Parent(s) / guardian(s) will be notified if their child is not following the expectations. If the behaviour continues, the child will be removed from the Lunch Program as per the following Behaviour Management Policy.

### 2.01 BEHAVIOUR EXPECTATIONS

Students are expected to be:

- a) Responsible
- b) Sustainable
- c) Safe
- d) Respectful



By following these simple expectations all students at Bertrun E. Glavin will be safe and have fun!

It is the **responsibility of the parent(s) / guardian(s)** to review and promote cooperation of 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. **The student'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.

The Lunch Program's expectations are enforced to ensure the maintenance of a safe, orderly and relaxing atmosphere for all Lunch Program participants. These expectations are regularly reviewed with all students throughout the year.

From time to time, a small number of students find it difficult to follow the expectations for good behaviour for the Lunch Program. These students will be given reminders and encouragement to behave. When concerning behaviour persists, parent(s) / guardian(s) have a right to know about it.

Therefore, when a student is not following behaviour 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. A report will be filled out and given to the Coordinator.
2. In the case of ongoing unacceptable behaviour or in the event of a serious incident, a report will be filled out, submitted to the Coordinator and the administration will be informed. The Coordinator will call the parent / guardian to enlist their support. A continuum of strategies will be used as a response to lunch time behaviour issues. These could include verbal reminders, lunch recess time-out or lunch in an alternative location.
3. If the unacceptable behaviour continues, the student will lose lunch privileges for up to three days. Parents will be contacted by telephone and a letter will be sent home. At this time parents will be advised that any further incidents will result in an indefinite suspension from the Lunch Program. As per Divisional policy, any alternate arrangements are exclusively the responsibility of the parents / guardians.

Experience suggests when similar policies are in effect, students carefully conduct themselves in a reasonable manner, resulting in very few students losing their privilege to have lunch at school.

### **Bertrun E. Glavin School Lunch Program Contact Information**

Questions or concerns about the registration process can be directed to the  
Lunch Program Committee at 204-669-1277