

# BIRD'S HILL SCHOOL LUNCH PROGRAM

## POLICIES AND EXPECTATIONS

2023 / 2024

### 1.0 POLICIES

#### 1.01 PURPOSE

The Bird's Hill School Lunch Program (BHSLP) is dedicated to providing our students with a positive environment of respect, responsibility and safety, where parents/guardians may choose to have their children supervised over the lunch break.

#### 1.02 ABOUT THE PROGRAM

The BHSLP 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.

Supervisors, hired by the BHSLP Committee, will supervise the playground during lunch recess and monitor the classrooms and hallways while the students eat their lunch. Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside.

Students who do not participate in the lunch program may not return to school before 1:15 pm.

Students will provide their own lunches and will eat in their classroom. This program does not provide hot meals. We do not supply spoons or forks.

There are no microwaves available for heating student lunches. One alternative for the students could be the usage of a thermal insulated container to transport food to school.

In accordance with River East Transcona School Division Anaphylaxis Avoidance Strategies, the BHSLP is reminding parents / guardians to refrain from sending peanuts, peanut butter, peanut oil, nuts and products containing them to school. 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".

The BHSLP 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 BHSLP bank account and are separate from any School bank accounts.

### 1.03 REGISTRATION

Registration forms will be sent home with every student and they may participate in the Lunch Program by returning a completed Registration Form together with applicable post-dated cheques if required, to the Bird's Hill School Office.

**All students entering Kindergarten to Grade 5 in 2023 / 2024** need to return the Registration Form and applicable post-dated cheques on or before **WEDNESDAY, MAY 31, 2023**.

One Registration Form is required for each student wishing to participate in the Lunch Program but payment can be combined on one cheque. No cash please.

**In order to provide for the safe supervision of all students during the lunch break, every student at Bird's Hill School must be registered in the lunch program if they plan to stay at school during the lunch break, including students travelling by school bus.**

Students living greater than 1.6 km from the school and special needs students are exempt from paying the applicable fees. They are exempt because the division is obligated to transport them and their fees are paid by the division.

- For students living within 1.6 km of the school, please continue at 1.04, Registration Options below.
- For students living outside of the school catchment area, please continue at 1.04, Registration Options below.
- For students living within 1.6 km of the school and paying for bussing, please continue at 1.04, Registration Options below.
- For students living greater than 1.6 km from the school and who are eligible for bussing, please continue at 2.0, Expectations and Expectations, below.

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

Even if you think your child will stay at school for lunch only once (i.e. family emergency), please complete a Registration Form for him / her and register as “Part time”. If your child’s use of the Lunch Program changes at any time during the school year, please let the school know by calling 204-663-7669.

There will be no exemptions for patrols, field trips, days your child is absent from school due to illness, vacations or other reasons, etc.

For all students, Kindergarten to Grade 5, please carefully consider the number of days of supervision your child will require in considering the registration options. Refer to section 1.09 Refunds.

**If your child is in Kindergarten** the registration options are:

Full time - the student will regularly be eating lunch at school 7 days or more per month

Part time - the student will be eating lunch at school less than 6 days or less per month

**If your child is in Grades 1 - 5** the registration options are:

Full time - the student will regularly be eating lunch at school 15 days or more per month

Part time - the student will be eating lunch at school 14 days or less per month

#### 1.05 FEES and METHODS OF PAYMENT

Cheques are to be made payable to: BIRD’S HILL SCHOOL LUNCH PROGRAM

Please include the names of the children you are paying for in the memo portion of the cheque.

Payment may be made by one cheque for all children in one family. Individual cheques for each child are not required. **Please note child’s / children’s names on the cheque to ensure payment is applied correctly to each student.**

\*\*\* All unpaid fees from the 2022 / 2023 school year must be paid in full before registration for the 2023 / 2024 school year will be accepted. \*\*\*

1.05 FEES and METHODS OF PAYMENT continued

**Kindergarten student user fees 2023 / 2024 are:**

<b>Full time:</b>	1 cheque	\$92.00 per child, due September 1, 2023 or before.
	2 cheques	\$46.00 per child, due September 1, 2023 and February 1, 2024.
	5 cheques	\$18.40 per child, due the 1 <sup>st</sup> of each month, September 2023 to January 2024.
<b>Part time:</b>	1 cheque	\$46.00 per child due September 1, 2023 – provides for 46 days of eating lunch at school. Approximately ½ of the school year.
	1 cheque	\$23.00 per child due September 1, 2023 - provides for 23 days of eating lunch at school. Approximately ¼ of the school year.
	1 cheque	\$10.00 per child due September 1, 2023 – provides for 10 days of eating lunch at school. Approximately 1 day a month of the school year.

You will be advised when you have five (5) days of use left.

**Grades 1 – 5 student user fees for 2023 / 2024 are:**

<b>Full time:</b>	1 cheque	\$186.00 per child, due September 1, 2023 or before.
	2 cheques	\$93.00 per child, due September 1, 2023 and February 1, 2024.
	5 cheques	\$37.20 per child, due the 1 <sup>st</sup> of each month, September 2023 to January 2024.
<b>Part time:</b>	1 cheque	\$93.00 / child due September 1, 2023 – provides for 92 days of eating lunch at school. Approximately ½ of the school year.
	1 cheque	\$46.00 / child due September 1, 2023 – provides for 46 days of eating lunch at school. Approximately ¼ of the school year.
	1 cheque	\$10.00 / child due September 1, 2023 – provides for 10 days of eating lunch at school. Approximately 1 day a month of the school year.

You will be advised when you have five (5) days of use left.

## 1.06 LATE PAYMENT

In the event of late payment, the BHSLP 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 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 number 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 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 **\$25.00** service charge for each NSF cheque received by the Lunch Program.

## 1.08 RECEIPTS

Receipts will be issued to parents / guardians once payments have been processed by our financial institution in the case of payment in full. Receipts will be issued in January and March 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 BHSLP Treasurer, by leaving a message with the Bird's Hill School office at 204-663-7669. 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, Bird's Hill School Lunch Program. This **does not apply** to Grade 5 graduating students.

## 2.0 EXPECTATIONS

The BHSLP 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 Bird's Hill School Lunch Program's / Bird's Hill School's Expectations

**Please see the last 3 pages for behaviour expectations.**

If everyone follows these expectations, all students at Bird's Hill School will be safe and have fun.

Parents have the responsibility 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.**

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, respectful and relaxing atmosphere for all lunchtime 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 good 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 the lunch and / or playground 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. If an Incident Report is filled out, it will be given to the Coordinator and Administration will be informed.
2. In the case of ongoing unacceptable behaviour or in the event of a serious incident, an Incident Report will be filled out, submitted to the Coordinator and the Administration will be informed. Administration will contact 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. Should the unacceptable behaviour continue or be of a serious nature, 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.



# LUNCHROOM EXPECTATIONS



**B  
E  
S  
A  
F  
E**

**Keep hands  
and feet to  
yourself**



**Eat your own  
lunch**



**B  
E  
R  
E  
S  
P  
O  
N  
S  
I  
B  
L  
E**

**Remain at  
your own seat**



**Clean area  
with one trip  
to the  
recycling/  
garbage**



**B  
E  
R  
E  
S  
P  
E  
C  
T  
F  
U  
L**

**Listen to all  
supervisors**



**Use voice  
level 2**





# PLAYGROUND EXPECTATIONS



**B  
E  
S  
A  
F  
E**

**Keep hands  
and feet to  
yourself**



**Use  
equipment  
properly**



**B  
E  
R  
E  
S  
P  
O  
N  
S  
I  
B  
L  
E**

**Play in your  
designated ar-  
ea**



**Walk in  
quietly at the  
bell**



**B  
E  
R  
E  
S  
P  
E  
C  
T  
F  
U  
L**

**Listen to all  
supervisors**



**Use kind  
words**







# At Bird's Hill School ...

B  
E  
S  
A  
F  
E

Keep hands  
& feet to  
yourself

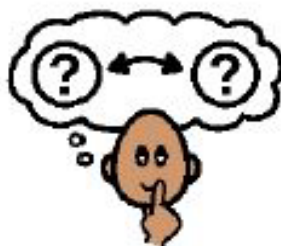


Walk and  
move safely



B  
E  
R  
E  
S  
P  
O  
N  
S  
I  
B  
L  
E

Make good  
choices



Own your  
words and  
actions



B  
E  
R  
E  
S  
P  
E  
C  
T  
F  
U  
L

Use kind  
words



Use whole  
body  
listening

