



Bernie Wolfe School Lunch Program

95 Bournais Dr, Winnipeg, MB R2C 3Z2 • Telephone 204.958.6532 • Email [bw@retsd.mb.ca](mailto:bw@retsd.mb.ca)

September 2, 2026

Dear Kindergarten Parents / Guardians:

Re: 2026 / 2027 Lunch Program Registration

Welcome to Bernie Wolfe School. Your child will be staying at school for the full day when they are at Kindergarten. This means that your child could be staying at school during the lunch break, if that is what you choose.

Please find attached our Registration Form for the Bernie Wolfe School Lunch Program for the 2026 / 2027 school year. We encourage you to read through the Policies and Expectations which were emailed to you and which can also be found on the Bernie Wolfe School website. The Policies and Expectations explain our program and contain important information. Here are a few things to note:

Any Kindergarten student who is staying at Bernie Wolfe School during the lunch break, even once, including students travelling by school bus needs to be registered with the Bernie Wolfe School Lunch Program (BWSLP).

The BWSLP Committee provides on-site supervision of students staying at the school during the lunch break. As lunch breaks are a parental responsibility, if your child is not registered in the BWSLP you must make other arrangements for your child(ren) during the lunch break.

Please return a completed Registration Form for your child, along with the applicable post-dated cheques through the school office no later than **Friday, September 18, 2026**. **Please place your payment in a sealed envelope with your family name on the outside identifying which child or children you are paying for.**

Please note that:

- The user fee for a Kindergarten child registered as full time for the 2026 / 2027 school year is \$80.00.
- Information on registration and payment options can be found in Sections 1.03, 1.04 and 1.05 of the attached Registration Package.
- Cheques may be dated **September 9, 2026** or as indicated in Section 1.05 of the attached registration package.

If you have any questions or concerns, or if you would like more information on becoming involved with the BWSLP Committee, please contact us by leaving a message with the school office (204.958.6532).

Bernie Wolfe School Lunch Program Committee

The Bernie Wolfe Community School Lunch Program (BWCSLP) is a non-profit organization dedicated to providing our students with a sense of belonging in a welcoming, caring and safe environment where parents/guardians may choose to have their children supervised over the lunch break.

**FOR LUNCH PROGRAM USE ONLY**

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Room # \_\_\_\_\_

Full Time       Part Time/Casual

**BERNIE WOLFE SCHOOL LUNCH PROGRAM**

**REGISTRATION FORM 2026 / 2027**

**PLEASE NOTE: This is a supervision program only.** Students will provide their own lunches. Food is not provided.

**\* Please Print**

**CHILD'S NAME** \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade in 26 / 27 Kindergarten  
mm/dd/yyyy

Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent(s) / Guardian(s) Name(s)	Relationship to Child	Email	Cell Phone Number
Receipt Issued to:			

**EMERGENCY CONTACT** (Parents will be contacted first)

Name	Relationship to Child	Address	Phone Number

**SPECIAL INSTRUCTIONS FOR MY CHILD** - i.e. allergies, medications, medical (medical alert bracelet for example)

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**Please notify the Lunch Program, 204.958.6532, immediately of any changes to the above information.**

**REGISTRATION OPTIONS**

- 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

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

My Child Will Participate in the lunch program on the following basis (please check one):				
		1 Cheque	\$80.00 per child	Dated September 9, 2026
		2 Cheques *both submitted in September	\$40.00 each per child	Dated September 9, 2026 and January 1, 2027
		1 Cheque or cash	\$20.00	Cheque dated September 9, 2026 - provides for 20 days

***We will advise you that further payment is required when you have five (5) days remaining.***

**N.B. Please purchase part time days carefully.** Refer to section 1.09 Refunds. There are no refunds.

**Please:**

1. Return a completed Registration Form for each child, along with post-dated cheques when applicable, to the School Office on or before **FRIDAY, SEPTEMBER 18, 2026.**
2. Make cheques payable to: **BWSLP. Please place your payment in a sealed envelope with your family name on the outside.**

We prefer to receive payment by cheque as we are not responsible for lost or stolen cash. Payment may be made by one (1) 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.

Late payment may result in removal from the Lunch Program. Please see Section 1.06 Late Payment in the Policies and Expectations.

**ACKNOWLEDGEMENT**

My child and I have gone over the emailed Policies and Expectations and we understand them. I understand that if they are not followed, my child may lose the privilege of participating in the Lunch Program.

Date	Parent/Guardian Name (please print)	Parent/Guardian Signature

I understand the expectations of the Lunch Program and I promise to follow them.

Child's Name (please print)	Child's Signature

**If you have any questions or concerns about the Lunch Program, please contact the Bernie Wolfe School Lunch Program Committee at 204.958.6532.**

# **BERNIE WOLFE SCHOOL LUNCH PROGRAM POLICIES AND EXPECTATIONS 2026 / 2027**

## **1.0 POLICIES**

### **1.01 PURPOSE**

The Bernie Wolfe School Lunch Program is a non-profit organization dedicated to providing our students with a sense of belonging in a welcoming, caring and safe environment where parents/guardians may choose to have their children supervised over the lunch break.

### **1.02 ABOUT THE PROGRAM**

The Bernie Wolfe School Lunch Program is a user pay lunch 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 will provide their own lunches and will eat in their classrooms. This program does not provide hot meals.

Lunch Supervisors hired by the Lunch Program Committee will monitor the classrooms and hallways while the children eat lunch and will supervise the playground during the lunch recess. The lunch break is between 11:25 a.m. and 12:25 p.m.

Please note that students who do not remain at school for lunch should return to school for the 12:25 re-entry bell, not earlier.

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, training as decided by the committee, and for miscellaneous expenses related to the operation of the lunch program. All funds from this program are managed in the BWSLP bank account and are separate from any school or divisional bank accounts.

### **1.03 REGISTRATION**

Registration forms will normally be sent home with every student in September of each year. Students may participate in the Lunch Program by returning a completed Registration Form, together with applicable payment, to the Bernie Wolfe School Lunch Program. One Registration Form is required for each student 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 or print a form from the school website. If parents choose not to register at the start of the school year, registration is available at any time during the year.

Should there be outstanding fees for a student from the 2024 / 2025 school year, they must be paid in full before the student may register for the 2025 / 2026 school year. In the event that payment of outstanding fees presents a financial concern, please contact school administration.

#### 1.04 REGISTRATION OPTIONS

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

Part-time: the student will be eating lunch at school on an occasional basis

#### 1.05 FEES and METHODS OF PAYMENT

##### **Grades 1 -5 Lunch program fees are:**

\_\_\_\_\_ Full-time: **\$160.00/year/student** with 2 payment options:

- 1) One (1) cheque in the amount of \$160.00
- 2) Two (2) cheques in the amount of \$80.00 each, one dated September 9, 2026 (for September to January) and one dated January 1, 2027 (for February to June).

\_\_\_\_\_ Part-time: **20 stays for \$20.00**, payable by one (1) cheque

##### **Kindergarten Lunch program fees are:**

\_\_\_\_\_ Full-time: **\$80.00/year/student** with 2 payment options:

- 1) One (1) cheque in the amount of \$80.00
- 2) Two (2) cheques in the amount of \$40.00 each, one dated September 9, 2026 (for September to January) and one dated January 1, 2027 (for February to June).

\_\_\_\_\_ Part-time: **20 stays for \$20.00**, payable by one (1) cheque

Receipts will be issued in February. Please send exact payment as the Lunch Program does not make change or give refunds. The Lunch Program is not responsible for lost monies. Late payment will result in removal from the Lunch Program.

Please make cheques payable to: **BWS Lunch Program**.

Please return payment with the registration form.

*BWS Lunch Program Policies and Expectations are available for viewing on the BWS website.*

#### 1.06 LATE PAYMENT/OVERDUE ACCOUNT PROCESS

In the event of late payment/overdue account, the Lunch Program **Coordinator**, in consultation with School Administration, will implement the following policy:

1. The parent/guardian will receive a note reminding them that payment has been missed. Payment will be required the next school day.
2. At five (5) school days past due, the Director 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 expelled 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 2 (above) the late payment/overdue account 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 result in privileges of the Lunch Program being withdrawn if the returned cheque is not reimbursed in accordance with 1.06 Late Payment above. Payment in cash, in the amount of the returned cheque, plus an NSF fee of \$10.00 and all applicable bank service charges, will be required.

#### 1.08 REFUNDS

There will be no refunds unless the student is leaving the school. In that event, the unused portion of the user fee will be returned. A written request must be sent to the lunch program committee to request the reimbursement. The reimbursement will be processed once it has been approved at the next Bernie Wolfe School Lunch Program Committee meeting. There are no refunds for part time users.

### 2.0 **Expectations**

The Bernie Wolfe School Lunch Program 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.

Staying at school for lunch is considered a privilege, which may be removed if deemed necessary. All students will eat in designated areas. During the lunch break, there will be Lunch Program Supervisors available to watch over the students, assist them when requested and provide permission for washroom breaks.

#### 2.01 Please follow Bernie Wolfe School's Expectations

- All general school expectations are in effect during the lunch break.
- Students who stay at school for lunch must remain on the school property during the lunch break, unless the parent/guardian provides written permission for the student to leave. Please send the written permission to the school.
- Students will remain seated at their desks or tables during the indoor part of the lunch break.
- Students will use polite table manners.
- Students will talk in a reasonable tone.
- Students will clean up their own eating area.
- Students will deposit all garbage in bins.
- Students are encouraged to take any uneaten food home.
- Students are not to share their food with others due to allergies and other medical concerns.

- Students may leave the lunch area only after receiving permission from a Supervisor.
- Students will wait to be dismissed by the Supervisor.
- Students, when dismissed will get dressed and go directly outside or to a supervised activity.
- Once students have gone outside for lunch recess, they are not allowed back into the school without permission.

Please ensure that your child is familiar with and understands the expectations of the Lunch Program.

## 2.02 BEHAVIOUR MANAGEMENT

The RETSD “Code of Conduct” will be adhered to. A copy of this Code may be found in the school office. An infraction of a violent nature will result in an automatic referral to the office and a behavior note home.

For students to continue to have the privilege of staying at school during the lunch break, students must follow our behavior expectations. This creates a safe and orderly atmosphere. The behavior expectations can be found posted in each room and included in this Registration Package. When a student is not following classroom/school expectations during the lunch break, the Lunch Program Director, in consultation with School Administration, will implement the following policy:

- a) If a student does not meet expectations during the lunch hour, they will first have a discussion with a Lunch Program Supervisor. A behavior incident form may be filled out, if deemed necessary.
- b) If there are continuous incidents of a more serious nature, the student will be reported to Administration. Parents may be notified of these incidents. At this time the student may be directed to eat their lunch in a special area.
- c) Recurring incidents will be dealt with by Administration on an individual basis and could result in loss of lunch program privileges for a specific period of time.

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.

NB. If you have any questions or concerns about the information contained in this Registration package, please contact the BWSLP at 204.958.6532.