

WELCOME TO THE EMERSON LUNCH PROGRAM

Why do I have to pay for my child to stay at school for lunch?

Teachers aren't required to supervise children over their lunch break, just like you aren't expected to work through your lunch hour. The Emerson Lunch Program provides an adult-run, supervised lunch program for students at Emerson School who remain at school over the lunch hour.

The **Emerson Lunch Program (ELP)** is a non-profit organization run by a committee of dedicated volunteers (the Emerson Lunch Program Committee) who use the fees you pay to hire devoted, enthusiastic well-trained people to supervise your children over the lunch hour at school. We are a private organization and are not funded by the school or school division. **All Emerson students staying for lunch are required to pay lunch fees.**



What is a Lunch Supervisor?

A lunch supervisor is a paid position. Duties include taking attendance and supervising children during the lunch period both inside the classroom and outside for lunch recess. We always need more lunch supervisors! Without lunch supervisors, we can't run the lunch program. Positions are available to work every day, or casually (a few times a month or week). There is always lots of fun to be had with our Emerson Students! If you or someone you know are interested in becoming a lunch supervisor, please contact Mrs. Palamar at 204-669-4430 or email the lunch program committee at elpcommittee@gmail.com **You can also check the box at the bottom of the registration form below.**



What is the Emerson Lunch Program Committee?

The Emerson Lunch Program Committee (ELPC) is a committee made up of Emerson School parent volunteers who manage and oversee the operation of the lunch program and its employees. We meet approximately 8-10 times a year for about an hour, one evening a month. If you can help, we'd love to have you join us! No experience is necessary. If you'd like to be a part of the committee, **please check the box at the bottom of the registration form** or email the committee at elpcommittee@gmail.com



EMERSON LUNCH PROGRAM 2025-2026 REGISTRATION PACKAGE



All students who stay for lunch must register and pay. Please complete the attached Registration Form (one per family) and return it to the school with your payment(s) by Friday, Sept. 12, 2025.

The Emerson Lunch Program is a non-profit organization. All money collected is used to pay salaries, mandatory annual training, and expenses related to the operation of the Lunch Program. All funds from this program are managed in the Emerson Lunch Program bank account and are separate from any school bank accounts.

PROCEDURES:

- **All students staying at school for any portion of the lunch hour must pay lunch fees of \$1.00 per day** including students staying for hot lunch days, participating in organized activities during the lunch hour, and those involved in leadership programs.
- **Students who go home for lunch should return to school as close to 1:15 pm as possible. Students who return before 1:15 pm will be charged lunch fees (\$1.00 per day).**
- Returning students must check in with a Lunch Supervisor immediately upon their arrival, either on the playground or in their classroom (if students are still indoors).
- Students must provide their own lunch, which they eat in their classroom under the supervision of a Lunch Supervisor.

ALLERGIES:

The Emerson Lunch Program strives to provide a safe, enjoyable environment for all students who stay for lunch, including those with life-threatening food allergies. According to the River East Transcona School Division policy and regulations on life-threatening allergies (JLCG-R2), **no peanut or nut products can be brought to or consumed at school**. Further information on the [anaphylaxis avoidance procedures can be found on the RETSD website by clicking here](#).

EXPECTATIONS FOR BEHAVIOUR:


Students are expected to follow the behavioural expectations of Emerson School:





Emerson School Expectations


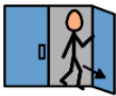



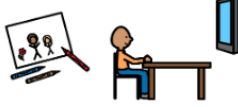




<p>Be Safe</p> <div style="text-align: center;">  <p>Hands and feet to self</p> </div> <div style="text-align: center; margin-top: 20px;">  <p>Move within your own space</p> </div>	<p>Be Respectful</p> <div style="text-align: center;">  <p>Use kind words</p> </div> <div style="text-align: center; margin-top: 20px;">  <p>Be an active listener</p> </div> <div style="text-align: center; margin-top: 20px;">  <p>Be helpful to others</p> </div>	<p>Be Responsible</p> <div style="text-align: center;">  <p>Make good choices</p> </div> <div style="text-align: center; margin-top: 20px;">  <p>Be ready to learn</p> </div> <div style="text-align: center; margin-top: 20px;">  <p>Own your actions and words</p> </div>
---	--	--



Emerson Lunch Expectations

Be Safe	Be Respectful	Be Responsible
<p>Stay at your spot the whole time</p> <div style="text-align: center;">  </div> <p>Only one student out of the room at a time</p> <div style="text-align: center;">  </div>	<p>Voice level 1 or 2</p> <div style="text-align: center;">  </div> <p>Listen to the adults</p> <div style="text-align: center;">  </div> <p>Clean up when finished eating</p> <div style="text-align: center;">  </div>	<p>Quiet activity at your spot when finished eating</p> <div style="text-align: center;">  </div> <p>Wait to be dismissed by an adult</p> <div style="text-align: center;">  </div>



Emerson Recess Expectations



Be Safe



Hands and feet to self



Leave sand, gravel, and snow
on the ground



Ask permission to enter the school

Be Respectful



Use kind words



Be an active listener



Treat playground equipment and
the environment with kindness

Be Responsible



Dress for the weather



Include others



Take turns

Unexpected Behaviours:

The following steps will be taken if there are unexpected behaviours in the classroom or on the playground:

STEP 1: The student will be given a verbal reminder for minor incidents. The student may be removed from the environment if deemed necessary.

STEP 2: If unexpected behaviour continues, there will be loss of privileges. The student will eat in an alternate location or walk with a lunch supervisor. Parents will be informed of the concerns.

STEP 3: If unexpected behaviour continues further, the parents will be notified, and alternate lunch supervision will need to be arranged by the parents.

****PLEASE NOTE:** Major offences, such as aggressive behaviour or language, leaving school property without permission, possession of any type of weapon, will result in a written report and referral of the student to the principal. **

FEES: All fees listed below are PER CHILD

STUDENTS GRADES 1-5:

The total annual fee is **\$186.00 per child** which can be paid in full for the year or with two post-dated cheques:

<u>One Payment:</u>	dated September 12, 2025	\$186.00
<u>Two post-dated cheques:</u>	dated September 12, 2025	\$93.00
	dated February 2, 2026	\$93.00

KINDERGARTEN STUDENTS:

The total annual fee is **\$93.00 per child** which can be paid in full for the year or with two post-dated cheques:

<u>One Payment:</u>	dated September 12, 2025	\$93.00
<u>Two post-dated cheques:</u>	dated September 12, 2025	\$46.50
	dated February 2, 2026	\$46.50

Please make all cheques payable to the **Emerson Lunch Program.**

PLEASE **DO NOT** COMBINE THIS PAYMENT WITH OTHER SCHOOL PAYMENTS.

The Emerson Lunch Program is a separate program from the school.

Please ensure second post-dated cheques are dated **2026**.

PAYMENT MUST BE SUBMITTED WITH REGISTRATION FORMS.

If you require alternate payment arrangements due to financial circumstances, please contact Mrs. Palamar at 204-669-4430 prior to submitting your registration.

****Please note:** any NSF (non-sufficient fund) fees incurred by the lunch program for a dishonoured cheque will be the responsibility of the family to pay as an additional amount owing.

RECEIPTS WILL BE ISSUED UPON PAYMENT

LATE PAYMENT POLICY:

All children who stay at school for lunch must be registered in the Emerson Lunch Program and pay fees. Failure to register or pay ELP fees will result in the following steps taken in cooperation with School Administration:

STEP 1: By September 30th, you will receive a note in your child's lunch box with a reminder for overdue payments to be made.

STEP 2: By October 15th, as a second warning, you will receive an email from School Administration with reminder of payment.

STEP 3: By October 31st, you will receive a phone call from a member of the ELPC that payment is required within one week. Non-payment or failure to contact the school regarding payments will be viewed as a parental decision to no longer use the lunch program. The parent will be asked to make alternate arrangements for the child during the lunch hour. Payment in full of outstanding fees and fees for the currently enrolled school year will be required before the child(ren) is/are permitted to re-enter the program.

If you have any questions about fees, please contact the Lunch Program Committee at the school at 204-669-4430 or by email at elpcommittee@gmail.com



EMERSON LUNCH PROGRAM (ELP) REGISTRATION FORM

AND AGREEMENT

***After reading ELP's policies and procedures above in this document** or sent via email and/or posted on the school's website under [Documents & Forms](#), please complete and return these two pages **with payment** by September 12th, 2025.

Child's Name: (Please list all your children who will be using the program for the 2025-2026 school year)	Grade in 2025-2026	Please Check One	
		Kindergarten (\$93.00)	Grade 1-5 (\$186.00)

Home Address: _____ Postal Code: _____

Primary Contact name/address/email address/phone number: _____

Additional Contact name/address/email address /phone number: _____

Does your child have any medical, physical, or emotional concerns that the Lunch Program should be made aware of? Indicate child's name and concerns:

PLEASE READ THIS AGREEMENT WITH YOUR CHILD/CHILDREN BEFORE YOU SIGN:

- I understand that the ELP has agreed to provide supervision for my child during the lunch hour. I agree that my child must comply with the behavioural expectations of Emerson School or they may lose the privilege of remaining in the ELP.
- I understand that by registering for the ELP, I agree that my child's lunch fees for the current school year must be paid in full or in two payments as detailed above.

Parent/Guardian Signature_____ **Date**_____

☐ Please check the top box or email elpcommittee@gmail.com if you are interested in **working as a lunch supervisor.**

☐ Please check the bottom box or email elpcommittee@gmail.com if you are interested in **joining the Emerson Lunch Program Committee**

Name: _____ **Phone:** _____