

Welcome to the Emerson Lunch Program

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

Teachers are not required to supervise children over their lunch break (just as you wouldn't be required to work through your lunch hour). Hence, the **Emerson Lunch Program (ELP)**! We are a non-profit organization, run by a committee of dedicated volunteers, who use the money to pay devoted, enthusiastic, well-trained people to **supervise** your children over the lunch hour so they can remain at school. We are a separate organization and are not funded by the school or division. All Emerson students are required to pay fees.



Interested in Becoming a Lunch Supervisor?

A lunch supervisor is a paid position. Duties include taking attendance, supervising children during the lunch period both inside the classroom and outside for lunch recess. We are always in need of more lunch supervisors. Positions are available for everyday, or more casually – a few times per month to a few times per week. There is always lots of fun to be had with our Emerson students. If you are interested in becoming a lunch supervisor, please contact Mrs. Palamar at (204) 669-4430 or the lunch program committee via email at elpcommittee@gmail.com.



The Emerson Lunch Program Committee (ELPC)
is in need of more volunteers!!!

We are a committee made up of Emerson School parent volunteers that manages and oversees the operation of the lunch program and its employees. We meet about 8-10 times per year (about one evening per month). If you can help out, we'd love to have you! No experience necessary. If you would like to be 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 2024-2025 REGISTRATION



The Emerson Lunch Program provides an adult-run, supervised lunch program for students at Emerson School who remain at school over the lunch hour.

All students who stay for lunch must register and pay. Please complete the attached Registration Form (one per family) with your payment(s) and return it to the school by Thursday, Sept. 12, 2024.

The Emerson Lunch Program is a non-profit organization. All money collected is used to pay salaries, mandatory yearly training, and miscellaneous 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 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 1:10 pm as possible. Those who return before 1:00 pm may do so but will be charged lunch fees (\$1.00).

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 here.](#)

EXPECTATIONS FOR BEHAVIOUR:

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



Emerson School Expectations




Be Safe	Be Respectful	Be Responsible
 <p>Hands and feet to self</p>	 <p>Use kind words</p>	 <p>Make good choices</p>
 <p>Move within your own space</p>	 <p>Be an active listener</p>	 <p>Be ready to learn</p>
	 <p>Be helpful to others</p>	 <p>Own your actions and words</p>



Emerson Lunch Expectations



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



Emerson Recess Expectations

Be Safe	Be Respectful	Be Responsible
 <p>Hands and feet to self</p>	 <p>Use kind words</p>	 <p>Dress for the weather</p>
 <p>Leave sand, gravel, and snow on the ground</p>	 <p>Be an active listener</p>	 <p>Include others</p>
 <p>Ask permission to enter the school</p>	 <p>Treat playground equipment and the environment with kindness</p>	 <p>Take turns</p>

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 a loss of privilege and 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 behaviours continue 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 GRADE 1 – 5:

The total fee is **\$183.00 per child**, paid in full for the year, or with two post-dated cheques payable the first week of September as follows:

<u>One Payment:</u>	September 12, 2024	\$183.00
<u>Two Posted Dated Cheques:</u>	Dated September 12, 2024	\$91.50
	Dated February 3, 2025	\$91.50

KINDERGARTEN FEE:

The total fee is **\$91.50 per child**, paid in full for the year, or with two post-dated cheques payable the first week of September as follows:

<u>One Payment:</u>	September 12, 2024	\$91.50
<u>Two Post Dated Cheques:</u>	Dated September 12, 2024	\$45.75
	Dated February 3, 2025	\$45.75

Please make all cheques payable to the EMERSON LUNCH PROGRAM.

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

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

REGISTRATION FORMS MUST BE SUBMITTED WITH PAYMENTS.

If you need to speak with someone about alternate payment arrangements due to financial circumstances, please contact Mrs. Palamar at (204) 669-4430 prior to registering.

Receipts will be issued upon payment.

LATE PAYMENT POLICY:

All children who stay for lunch must be registered in the Lunch Program and pay fees. In the event of non-payment or failure to register, the following steps will be taken, in cooperation with School Administration:

- Step 1:** The parent will receive an email notice from the Program Coordinator requesting payment.
- Step 2:** The treasurer will follow up with contact to the parent/guardian. A reasonable time will be given for the parent/guardian to submit outstanding fees.
- Step 3:** 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 will be required before the child(ren) is/are permitted to re-enter the program.

If you have any questions about the 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

Child's Name: (Please list all your children who will be using the program for the 2024-2025 school year)	Grade (2024-2025)	Please Check One	
		Kindergarten	Grade 1-5

Home Address: _____ Postal Code: _____

E-mail Address: _____ Phone Number: _____

Primary contact: _____ Phone: _____

Secondary contact: _____ Phone: _____

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 (s)he 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.

Parent/Guardian Signature _____ **Date** _____

Please check the box if you are interested in joining the Emerson Lunch Program Committee.

Name: _____ **Email:** _____

Phone: _____