

ÉSHS LUNCH PROGRAM POLICIES AND RULES

1.0 POLICIES

1.01 PURPOSE

The École Springfield Heights School Lunch Program is a non-profit organization dedicated to providing our students with a safe, caring, respectful environment where parents, or guardians may choose to have their children supervised over the lunch break.

1.02 ABOUT THE PROGRAM

The École Springfield Heights 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.

Supervisors, hired by the Lunch Program Committee, will monitor the classrooms and hallways, and playground while the children eat lunch and play outside. The lunch hour runs from 11:55am to 12:55pm. The students play outside during the first half of lunch and eat their lunch during the second half. During inclement weather, students will remain inside. Please ensure your child has weather appropriate clothing.

Students who do not participate in the lunch program **may not return** to school **before 12:55 pm** and will report to the assigned area on the playground or classroom. Students will be directed to wash their hands upon entering the classroom and before eating their lunch.

Students will provide their own lunches, drinks and utensils and will eat in their classrooms. This program does not provide hot meals. École Springfield Heights School is a peanut and nut safe school. Please be aware that foods 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”.

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 École Springfield Heights School Lunch Program bank account and are separate from any School bank accounts.

1.03 REGISTRATION

Registration forms will be sent home with every student in September of each year for the current school year. Students may participate in the Lunch Program by returning a completed Registration Form, together with applicable payment, to the École Springfield Heights School Office **by Monday, September 18th, 2023**. Please see 1.05 FEES and METHODS OF PAYMENT below for payment options.

One Registration Form is required for each student wishing to participate in the Lunch Program. Please enclose all payments in a sealed envelope with the child's name and "ÉSHS Lunch Program" clearly printed on the front.

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. The registration option of full time or casual may also be changed by sending a note requesting the change to the Lunch Program Coordinator.**

There will be no days or reasons for which 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. Conflict Mediators, Lunch Patrols, Milk Monitors, etc. are required to pay as these students still require supervision during the lunch break. Basically, if a child remains at school during the lunch break, the user fee is payable.

1.04 FEES and METHODS OF PAYMENT

Full Time Grades 1-5: \$186.00/year for each child, payable in the following ways:

Payment in full – one cheque for \$186.00

OR

Payment in 2 installments of \$93.00 each.

- Due September 22, 2023, and November 22, 2023.

OR

Payment in 3 installments of \$62.00 each.

- Due September 22, 2023, November 22, 2023, February 22, 2024

OR

Payment in 4 installments of \$46.50.00 each.

- Due September 22, 2023, November 22, 2023, February 22, 2024, March 22, 2024

Full Time Kindergarten: \$93.00/year for each child, payable in the following ways:

Payment in full – one cheque for \$93.00

OR

Payment in 2 installments of \$46.50 each

- Due September 22, 2023, and November 22, 2023.

OR

Payment in 3 installments of \$31.00 each

- Due September 22, 2023, November 22, 2023, and February 22, 2024

OR

Payment in 4 installments of \$23.25 each

- Due September 22, 2023, November 22, 2023, February 22, 2024, and March 22, 2024.

*** Third and subsequent children are free.**

N.B. If you have any questions or concerns about the registration process, please contact the Lunch Program Coordinator, at springfieldheightslunchprogram@gmail.com

1.05 LATE PAYMENT

In the event of late payment, the Lunch Program Coordinator, 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 coordinator 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 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.

1.06 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 may be a service charge of \$15.00 for each NSF cheque received by the Lunch Program.

1.07 RECEIPTS

Receipts will be issued to parents/guardians on the same schedule as their chosen payment method, beginning in September. These receipts can be used for income tax purpose. They will be issued to the signature on the cheque(s). Please contact the coordinator at ÉSHS Lunch Program, 204-663-5078, if the name on the receipt should be made out to someone else. We are not responsible for lost receipts.

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. Refunds for students on remote learning will not be issued, unless Code Red is in effect, where all students are required to be on remote learning.

1.09 EMERGENCY CONTACT

In the event of an emergency, the school will call the emergency contact listed in the the school's records.

2.00 RULES









The École Springfield Heights School Lunch Program would appreciate your cooperation in having your child follow the Lunch Program Rules listed below. These rules 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 École Springfield Heights School's Lunch Expectations

Lunchroom Expectations

1. Due to allergies, lunches are not to be traded or shared.
2. Students must remain seated while eating.
3. Students must ask permission to leave the lunchroom.
4. Students are not allowed to leave the schoolyard during the lunch break.
5. As per the School's Policy: electronic items and expensive toys, such as, but not limited to – iPods, iPads or other tablets are not to be used in the lunchroom. These items are expensive and can be easily broken or get misplaced.

SHS LUNCH MATRIX

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Eat your own food seated at your spot	 Wash your hands	 Listen to the adult and students supervisors
 Follow adult instruction	 Get dressed for the weather	 Stay seated and wait to be dismissed
	 Pack up lunches and throw away garbage	 Use a level 3 voice

NB. Parents have the responsibility to review and promote cooperation of these rules and expectations with their child on a regular basis. Students who fail to cooperate with Lunch Program staff and/or to follow Lunch Program rules and expectations may lose the privilege to remain in the Lunch Program. Your child's signature on the Registration Form is his/her promise to abide by these rules.

2.02 REPORTING ABSENCES

It is very important for our Lunch Supervisors to know if your child will be away during the lunch hour. If you are taking your child out of the school over lunch, please send their teacher a note or email so that this can be communicated to the supervisors. All students in the Lunch Program must stay on school grounds unless lunch supervisors are otherwise notified by a parent/guardian.

2.03 BEHAVIOUR MANAGEMENT

The River East Transcona School Division adheres to the "Code of Conduct" to promote a healthy school culture. The "Code of Conduct" may be found at

http://www.retsd.mb.ca/Lists/Publications/code_conduct.pdf

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 rules and expectations that students are expected to follow so that we can maintain a safe, orderly, 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 rules 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 classroom/school expectations during the lunch break, the Lunch Program Coordinator, in consultation with School Administration, will implement the following procedure, using the Lunch Program Referral Sheet:

1. The Supervisor will speak to the student about the problem. An ÉSHS Discipline Event Form may be filled out and handed in to Administration.
2. In the case of ongoing unacceptable behaviour or a serious incident, Administration will contact the parent/guardian.
3. Should the unacceptable behaviour continue, the student will lose lunch privileges. Parents will need to make other arrangements for their child 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.