



# Hampstead School

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## 2025/2026 Hampstead School Lunch Supervision Program Policies and Expectations

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### POLICIES

#### Purpose

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

The Hampstead School Lunch Supervision Program is a service offered to families who are in need of lunch hour supervision for their child(ren). The school division policy states **“It is the parental responsibility for lunch supervision” therefore staying at school during the lunch hour is a privilege and those registered must follow all the rules of the program, or risk being removed.** The program has been developed to support those families who are not home during the day and prepared for that service.

#### About the Program

The program is not a fundraising 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 Supervision Program. All funds are managed in the Hampstead School Lunch Supervision Program bank account and are separate from any school bank accounts.

Supervisors will supervise the playground during recesses. The supervisors will monitor the assigned spaces and hallways while the children eat lunch. Please remind your child that they must eat their lunch within this time period. Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside.

Students will provide their own cutlery and lunches. Students will eat in an assigned space. The program does not provide hot meals or any means to reheat food. **Microwaves will not be available.** Students are asked to bring their own labelled bottle of water.












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Students are not allowed to leave the school or school grounds during the lunch period unless written and signed permission is provided by the parent/guardian requesting the child to do so. Please send your written and signed permission to the Hampstead School office.

The program's goal is to provide a well-supervised and therefore safe environment for the students. In order to accomplish this, personal information may need to be shared by the school with the program as it might relate to health care and supervision issues at lunch. Student specific training is provided to staff as needed.

The Hampstead School Lunch Supervision Program would appreciate your cooperation in having your child follow the Lunch Supervision Program Matrix. These expectations are in place to make the lunch break a safe and friendly place for all children.

Be Respectful	Be Responsible	Be Safe
Hands and feet to self 	Ask for permission to leave the room 	Use quiet voices only 
Eat your own food 	Stay in your own seat 	Listen to the lunch supervisors 
Remain in the lunchroom area 	Be ready to go outside by 1:20 	Follow directions the first time 

Parents have the responsibility to review and promote cooperation of the Hampstead School Lunch Supervision Matrix as well as the school expectations with their child on a regular basis. Students who fail to cooperate with program staff and/or follow program expectations may lose the privilege to remain in the program.



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## EXPECTATIONS

1. Good manners are the general rule
  - a. No physical violence – hitting, fighting, etc.
  - b. No verbal abuse – swearing, name calling, etc.
  - c. Lunches cannot be traded or shared.
  - d. Students must remain seated while eating.
  - e. Students should talk in low voices (inside voices).
  - f. Students must ask for permission to leave the classroom.
  - g. Students are to follow directions from the lunch supervisor.
  - h. Lunch students are not allowed to leave the schoolyard during the lunch hour.

***When everyone follows these simple rules all students at Hampstead School  
will be safe and have fun!***

## Behavior Management

The River East Transcona School Division adheres to the “Code of Conduct” to promote a healthy school culture. 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 the Code of Conduct.

Our schools’ Lunch Supervision 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 the lunch time participants. These expectations are reviewed continuously with all students through the year.

From time to time, a small number of students find it difficult to follow the rules of good behavior for the program. These students are given reminders and encouragement to behave. When concerning behavior persists, then you have the right to know about it.

Therefore, when a student is not meeting classroom/school expectations during the lunch hour school administration will be notified. Failure to follow expectations may result in suspension or possible exclusion from the program.



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## Fees and Methods of Payment

*\*\*\*All unpaid fees from prior school years MUST be paid BEFORE registration for 2025/2026 school year will be accepted\*\*\**

The Lunch Supervision Program user fees for 2025/2026 are as follows:

**Kindergarten - Grade 5** (\$160.00 per year IF paid in full by September 29, otherwise \$200.00):

1. Payment in Full by September 29, 2025 paid by cash or cheque (\$160.00)
2. Monthly payments of \$20.00 paid by cash or cheque
3. Postdated cheques of \$20.00 dated for the 1st of every month.

### **Casual:**

We recognize that occasionally, students who regularly go home for lunch may want to stay due to special activities. If your child wants to stay for lunch, you will be charged. Payment of \$1.00 /day must be paid on the day of the child's attendance for lunch.

## Methods of Payments

Cheques – Payable to the Hampstead School Lunch Program.

There will be a \$ 15.00 service charge for every returned or NSF cheque.

Cash – Money should be inside a sealed envelope with the child's name and teacher clearly marked on the outside. Please provide exact change. Change will not be provided.

The program is not responsible for any payment that has been brought to school by a student that is lost or goes missing.

The Lunch Supervision Program privileges can and will be suspended for any large amounts owing. A letter advising of this will be sent prior to such action. Parents whose children are removed from the User Pay Program will need to make alternative arrangements outside of the school for the child during lunch hour.