DONWOOD SCHOOL LUNCH PROGRAM

POLICIES AND EXPECTATIONS 2024 / 2025

1.0 POLICIES

1.01 PURPOSE

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

1.02 ABOUT THE PROGRAM

The Donwood School Lunch Program (DSLP) 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.

Supervisors, hired by the Donwood School Lunch Program Committee, will monitor classrooms and hallways while children eat lunch and the playground during lunch recess. The lunch break is from 11:45 to 12:45. Our lunch supervisors will be divided to supervise. Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside.

Students who do not participate in the Lunch Program may not return to school before 12:40 pm.

Students will provide their own lunches and will eat in their classroom. This program does not provide hot meals. There are no microwaves available for heating lunches. We also do not supply spoons or forks.

Donwood 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”. In some classrooms, there may be children with other serious allergies. Parents will be notified by Donwood School if there is an allergy serious enough to prohibit that food from entering the classroom.

Please note that Lunch Program Supervisors are not responsible for monitoring the contents of students’ lunches or that lunches are completely eaten. Uneaten portions will be sent home.

The Donwood School Lunch Program is not a fundraising venture. It is a non-profit organization and all the money collected is used to pay the wages 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 Donwood 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 May of each year for the coming school year. **All** students who will be staying at school during the lunch break are required to complete a Registration Form. Students may participate in the Lunch Program by returning a completed Registration Form, together with post-dated cheques when applicable, to the Donwood School Office on or before:

1. **Wednesday, June 5, 2024, for Grades 1 to 5 students;** or
2. **Friday, September 13, 2024, for Kindergarten students.**

One Registration Form is required for each student wishing to eat lunch at school.

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.

1.04 REGISTRATION OPTIONS

Even if you think your child will stay at school for lunch only once (i.e., hot lunch, family emergency), please complete a Registration Form for them and register as "Part time". If your child's use of the Lunch Program changes at any time during the school year, please notify the DSLP by emailing donwoodlunchprogram@gmail.com.

Noon hour activities such as sports activities, music rehearsals, leadership positions and special interest clubs are run throughout the year. Any child wishing to participate in these activities must either register for the Lunch Program or must eat lunch off of school property and return at 12:40 am. You will need to take this into consideration when registering for one of the payment options.

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. Basically, if a child remains at school during the lunch break, the user fee is payable.

There will be no exemptions for patrols, field trips, days your child is absent from school due to illness, vacations or other reasons, etc.

If your child is entering Kindergarten in 2024 / 2025, the registration options are:

Full time - the student will be eating lunch at school every day of the Kindergarten school year

Part time - the student will be eating lunch at school on a less than full time basis

If your child is entering Grades 1 - 5 in 2024 / 2025 school year, the registration options are:

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

NB. For all students, Kindergarten to Grade 5, please carefully consider the number of days of supervision your child will require in considering the registration options. Refer to section 1.09 Refunds.

All unpaid fees from the 2023 / 2024 school year must be paid in full before registration for the 2024 / 2025 school will be accepted.

1.05 FEES and METHODS OF PAYMENT

If your child is entering Kindergarten in 2023 / 2024, the user fees are:

Full time:	1 cheque	$91.00 per child, dated September 13, 2024. **OR**
	2 cheques	$45.50 per child, dated September 13, 2024, and February 1, 2025. **OR**
	6 cheques	$15.20 per child for the first cheque dated September 13, 2024 and 15.16 for each of the remaining five cheques post-dated to the 1st of each month October 2024 to February 2025.
Part time:	1 cheque	$45.00 / child dated September 13, 2024 - provides for 45 days (½ of the Kindergarten school year) of eating lunch at school per child.
	1 cheque	$22.00 / child dated September 13, 2024 - provides for 22 days (¼ of the Kindergarten school year) of eating lunch at school per child.
	1 cheque	$10.00 / child dated September 13, 2024 - provides for 10 days (equivalent of one day per month) of eating lunch at school per child.

You will be advised when you have five (5) days of use left.

If your child is entering Grades 1 - 5 in 2024 / 2025, the user fees are:

Full time:	1 cheque	$183.00 per child, dated June 5, 2024; **OR**
	1 cheque	$183.00 per child, post-dated September 4, 2024; **OR**
	2 cheques	$91.50 per child, post-dated September 4, 2024, and February 1, 2025; **OR**
	6 Cheques	$30.50 per child, the first cheque post-dated September 4, 2024 and the remaining five cheques post-dated for the 1st of each month October 2024 to February 2025.
Part time:	1 cheque	$91.00 per child post-dated September 4, 2024 - provides for 91 days (approximately 1/2 of the school year) of staying at school during the lunch break.
	1 cheque	$45.00 per child post-dated September 4, 2024 - provides for 45 days (approximately 1/4 of the school year) of staying at school during the lunch break.
	1 cheque	$10.00 per child post-dated September 4, 2024 - provides for 10 days (equivalent of one day per month) of staying at school during the lunch break.

You will be advised when you have five (5) days of use left.

N.B. For all grades, Kindergarten to Grade 5, please purchase part time days carefully. There are no refunds. (Refer to Section 1.09)

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 in order to ensure payment is applied correctly to each student. Cheques are to be made payable to: **DSLP. Please place your payment in a sealed envelope with your family name on the outside.**

The lunch hour is a parental responsibility. If your child is registered as "Full Time" and is going to be away from the school during the lunch break, for safety reasons we would appreciate it if you would please send a note to your child's teacher advising of the absence.

1.06 LATE PAYMENT

In the event of late payment, the DSLP Treasurer, 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 Treasurer 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 DSLP again by paying all outstanding fees in full.

1.07 NSF CHEQUES

Cheques returned for any reason, including NSF, will be considered as late payment and the process outlined in 1.06 Late Payment, above, will be followed. There will also be a bank service charge of $45.00 due and payable for each NSF cheque received by the DSLP.

1.08 RECEIPTS

Receipts will be issued to parents / guardians once payments have been processed by our financial institution in the case of payment in full; or in January and June in the case of post-dated cheques, once payments have been processed by our financial institution. Receipts will be issued to the signature on the cheque(s). Please contact the DSLP by email at don@retsd.mb.ca, if the name on the receipt is to be someone else. We are not responsible for lost receipts.

1.09 REFUNDS

There will be no refunds unless the student is transferring out of the school. In that event, the unused portion of the user fee will be returned. Please send a written notification of the student transferring out of the school to the Treasurer, DSLP. This **does not apply** to Grade 5 graduating students.

2.0 EXPECTATIONS

The Donwood 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. 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 Donwood School Lunch Program's / Donwood School's Expectations:

Behaviour expectations will be distributed in September.

If everyone follows these simple expectations, all students will be safe and have fun.

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

2.02 BEHAVIOUR MANAGEMENT

The River East Transcona School Division adheres to the "Code of Conduct" to promote a healthy School culture. 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 lunch break 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 acceptable 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 Lunch Program / School expectations during the lunch break, the Lunch Program Coordinator, in consultation with School Administration, will implement the following procedure:

1. The Supervisor will speak to the student about the problem. An Incident Report will be filled out and be submitted to the Coordinator and to School Administration. A continuum of strategies will be used as a response to lunch break behaviour issues. These could include approaches such as verbal reminders, lunch recess time out or lunch in an alternative location.

2. In the case of ongoing unacceptable behaviour or in an event of a serious incident, an incident report will be filled out and submitted to the Coordinator and to School Administration. A phone call will also be made to the parent / guardian explaining the incident and requesting that the Expectations for Lunch Time be reviewed with the child. Administration may also contact the parent / guardian to enlist their support.

3. Should the unacceptable behaviour continue, the student may lose lunch privileges. Parents would need to make other arrangements for their children 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.

NB. If you have any questions or concerns about the information contained in this Registration package, please contact the Donwood School Lunch Program Committee at 204.668.9438.