



Dr. Hamilton Lunch Program

2025/2026

The Dr. Hamilton Lunch Program (DHLP) is a non-profit organization dedicated to providing our students with a safe, responsible, respectful environment for parent/guardians who choose to have their children supervised over the lunch break.

Dear Parents and Guardians,

Please review this package to familiarize yourself with how the Lunch Program operates at Dr. Hamilton School. All students remaining at school over the lunch hour (even casually) must be registered by completing the online registration form.

Included Are:

- Program Information
- Fees and Payment options
- Expectations of students, parents/guardians, lunch supervisors

❖ **REGISTRATION IS DUE FRIDAY JUNE 13TH, 2025**

❖ **ONLY ONE REGISTRATION FORM PER FAMILY IS REQUIRED**

ABOUT THE PROGRAM

The Dr. Hamilton Lunch Program Supervisors will monitor the classrooms and hallways while the children eat lunch. Please remind your child they must eat their lunch within this time. The supervisors will then supervise the playground during lunch recess. Please ensure your child has appropriate clothing, during inclement weather students will remain supervised inside.

Students will provide their own lunches and will eat in their classroom. This program does not provide any meals, spoons or forks and there are no microwaves available for heating lunches.

At Dr. Hamilton, we want to make the school as safe as possible for all students. Please be aware that any foods that contain, or may contain, peanut or nut products are not permitted in the building or on school grounds. These products could have fatal results for children with these allergies.

The Lunch Program is not a fundraising venture, it is a non-profit organization. All the money collected is used to pay the wages of the DHLP staff, any training required, equipment and any other miscellaneous expenses related to the operation of the program. Funds from this program are managed in a Dr. Hamilton Lunch Program bank account and are separate from any other school accounts.

REGISTRATION

A new registration form must be completed for each new school year.

Students living greater than 1.6 km from the school who are bussed free of charge, are exempt from any fees related to the Lunch Program. This is because the division is obligated to transport them and their fees are paid for by the division. To view the divisional policy, please visit retsd.mb.ca and see policy JLIA.

PAYMENT

The Lunch Program user fees for 2025/26 are based on \$1 per day

Payment options are as follows:

- 1 cheque \$186.00/child, dated September 3, 2025 or before
- 2 cheques \$93.00/child, dated September 3, 2025 and February 1, 2026
- 1 E-transfer \$186.00/child on or before September 3, 2025
- 2 E-transfers \$93.00/child on or before September 3, 2025 and on or before February 1, 2026

E-transfers should be sent to dhlunchprogram@gmail.com

Please include child's name under the comment/message section when transferring funds.

❖ **Kindergarten students will pay \$93.00 for the full year, or two payments of \$46.50**

YOU ARE NOT REQUIRED TO PAY THE FOLLOWING USER FEES IF:

- You live greater than 1.6 km from the school and your child is already bussed to school free of charge.
- You live in an area deemed a "Hazard" by the RETSD, see Policy EEA-3.

LATE PAYMENT

In the event of late payment, the Lunch Program Coordinator, in consultation with School Administration, will implement the following policy:

- The parent/guardian will receive a reminder that payment has been missed, if payment has not been received a phone call will be made.
- The coordinator will decide with the parent/guardian to pay all outstanding fees by a specific date. If payment is not received by the time agreed upon, the outstanding account will be forwarded to the school administration and the child will be removed from the Lunch Program. The parent/guardian will need to make alternate arrangements for their child during the lunch hour. Should the parent/guardian wish, their child may participate in the Lunch Program again by paying all outstanding fees in full.
- There will be a bank service charge for any NSF cheque received by the Lunch Program.

RECEIPTS

Receipts will be issued to parents/guardians in February for payments received September through December. An additional receipt will be issued in June for payments received January through June. Receipts will be issued to the parent who registers for the Lunch Program. We are not responsible for lost receipts.

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. If a child is away for an extended period due to special circumstances i.e. lengthy illness, a written request for a refund will be considered by the DHLP committee. If a student is removed from the Lunch Program due to inappropriate behaviour, the DHLP committee may determine that no refund will be provided.

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.

In the case of a student not following the “Code of Conduct”, a series of 2 letters will be sent home for parents/guardians to sign and return acknowledging the behaviour. The second letter may result in your child being suspended from DHLP for a specified amount of time, where the child will need to be removed from school property from 12:10 -1:10pm.

Immediate suspension from the DHLP can be determined at the discretion of the school Administration and the DHLP Coordinator.

DHLP has a zero-tolerance policy for any violence/abuse towards supervisors and students over the lunch hour.


If you have any questions or concerns about the information contained in this registration package, please contact the Dr. Hamilton Lunch Program Co-ordinator @ 204-661-2500 or dhlunchprogram@gmail.com

RULES AND EXPECTATIONS




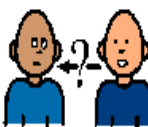




The Dr. Hamilton Lunch Program would appreciate your cooperation in having your child follow the Lunch Program Matrix listed below. These rules are in place to make the lunch break a safe and friendly place for all children attending the Lunch Program

Expectations for Lunch Time

at Dr. Hamilton School



At LUNCH TIME at Dr. Hamilton we...

B E S A F E	<p>Keep hands & feet to self</p>  <p>Eat your own food</p>  <p>Stay in your own seat</p> 
B E R E S P O N S I B L E	<p>Ask for permission to leave the room</p>  <p>Clean up after eating</p>  <p>Do a quiet activity in your own seat</p>  <p>Be ready to go outside by 12:40</p> 
B E R E S P E C T F U L	<p>Listen to the lunch supervisor & monitors</p>  <p>Follow directions the first time</p> <p>1</p> <p>Use your indoor voice</p> 