



## JOSEPH TERES SCHOOL LUNCH PROGRAM

2024 - 2025 School Year

The Joseph Teres School Lunch Program is a non profit small business that collects user fees to hire staff to supervise your child(ren) over the lunch period. **The program does not provide meals, nor cutlery and there are no microwaves or other appliances available for heating lunch items.**

### Who Needs to Pay?

It is the school division's policy that your child(ren) must either:

- a) Be registered in the Lunch Program and pay associated fees, or
- b) Leave the school grounds for the duration of the lunch period (11:45 am – 12:45 pm)

Staying for lunch or being present on the school grounds during the lunch period, even one time, requires registration and payment of Lunch Program fees. The only exception for fee payment are students transported with diagnosed special needs. If you think you fall into this category, please contact the school before paying Lunch Program fees.

**Please note that in all cases, if you have opted to attend Joseph Teres School as a School of Choice, you will be charged a fee for the Lunch Program.**

### Program Outline

- The Lunch Program's goal is to provide a well supervised and safe environment for students over the lunch hour. To accomplish this, personal information may need to be shared by the school with the Lunch Program staff as it might relate to health care and supervision matters at lunch.
- We have staggered lunch hour in place for the 2024 - 2025 school year:
  - Children from Kindergarten - Grade 2 will be supervised outside on the playground from 11:45 am to 12:15 pm. From 12:15 pm to 12:45 pm, children will be supervised in their classrooms as they eat lunch.
  - Children from Grade 3 - 5 and Grade 3/2 will be supervised in their classrooms as they eat lunch from 11:45 am to 12:15 pm. Children from Grade 3 - 5 and Grade 3/2 will be supervised outside on the playground from 12:15 pm to 12:45 pm.
  - All children must be outside for their designated outdoor recess time unless the school office declares an indoor recess due to inclement weather conditions. Please make sure your child(ren) is dressed appropriately for whatever weather is expected that day.
- Lunches should be brought to school with your child each morning. If you need to drop off a lunch, please do so by **11:30 am** with the child(ren)'s name(s) clearly marked on the lunch.
- Children are expected to follow regular classroom and school rules during the lunch hour. Playground rules are the same as they are during recess time.
- Attendance is taken daily by both the Classroom Teacher and the Lunch Supervisor.
- At Joseph Teres School, all paid supervisors are required to clear the Child Abuse Registry, sign a confidentiality form and receive training in First Aid, Allergies, Epipen, Asthma and CPR as required.

### Program Policies

- The Lunch Program is a **pre-pay program**.
- Receipts will be issued once the full payment is received.
- Students going home for lunch are not allowed to return to the school grounds until **12:35 pm**.
- Families who have outstanding Lunch Program accounts from last year are not able to register for the program until last year's account is paid in full.
- If your child's account falls in arrears, you will receive either an email, a letter or phone call from the Lunch Program. **If payment is not received in full, the Lunch Program services for your child will be suspended.**
- If a payment comes back Non Sufficient Funds or any other reason the payment did not go through an extra fee of \$7.00 will be asked on top of the regular amount.
- If the account is not returned to "good standing", removal from the Lunch Program can occur and alternate arrangements would need to be made outside of the school for your child's lunch time supervision.
- Participation in the Lunch Program is a privilege. Safe, respectful and responsible behavior is expected from students during lunch time. This privilege can be lost for repeated behavior incidents or a serious behavior matter.

## Registration Options

**Full Time Grades 1 - 5** The student will be eating lunch at school every day.

**Full Time Kindergarten** The Kindergarten student will be eating lunch at school on their scheduled days.

**Casual Lunch Supervision** The student will be eating lunch at school on a casual basis (2-3 days per month). A casual lunch sign in sheet will be given to the lunch supervisor and they will fill in the dates your child(ren) stay. Each sheet contains twenty spots for dates. When the sheet is full, the lunch program will contact you for another payment. This may be used by any student from Kindergarten to Grade 5 including students who decide to stay for hot lunch.

## Payment Expectations

- Cheques are the preferred method of payment. If you are paying by cash, **exact payment needs to be submitted as the school office does not provide change**. The school, school employees and Lunch Program employees are not responsible for lost or stolen cash. If you send money with your child(ren) to school to pay Lunch Program fees, it is your responsibility to follow up to make sure the money was received and applied to your child(ren)'s account.
- Do not send cash daily or monthly as it will not be accepted.
- Cheques must be payable to **'Joseph Teres School Lunch Program'**.
- You may combine your payment onto one cheque if you have more than one child attending Joseph Teres School.
- The name(s) of your child(ren) must be clearly indicated on your payment on the cheque memo line.
- Please write all children's names and grades on the envelope when submitting payment.
- No refunds will be given at the end of the year for days not used. If you transfer to another school during the school year, please contact the school to inquire about a possible refund.
- **There will be a \$7.00 service charge for any cheques returned.**

## Other

Please complete one registration form per family.

Our policies and expectations can be found on our school website under Documents, Forms, Lunch Program. Please take time to review this information with your child(ren) prior to the school year.

If you have any questions or concerns about the Joseph Teres School Lunch Program, please contact the Lunch Program Coordinator, Ms. Rikki Sawler, at [jt@retsd.mb.ca](mailto:jt@retsd.mb.ca). For information regarding Lunch Program financial matters please contact the Lunch Program Treasurer, Mrs. Allison Foster at [afoster@retsd.mb.ca](mailto:afoster@retsd.mb.ca).

Child(ren)'s Name(s)	Grade in 2024 - 2025

Parent's/Guardian's Names:	
Mailing Address:	
Postal Code:	Home Phone:
Email:	

If more than one person is responsible for payment, please note the payment arrangement below:

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Registration for the 2024 - 2025 school year, will not be accepted until all outstanding fees from the 2023 - 2024 school year are paid in full.

My child(ren) will participate in the Lunch Program on the following basis (please check):

Full Time Lunch Supervision		
Enrollment Type	Payment Options	QTY
Kindergarten \$91.50 per child	<input type="checkbox"/> 1 cheque, \$91.50, dated September 1, 2024 or \$91.50 in cash.	
	<input type="checkbox"/> 10 cheques, \$9.15 each, <b>post dated</b> for the 1 <sup>st</sup> of each month, September 2024 - June 2025.	
Grade 1 – 5 \$183.00 per child	<input type="checkbox"/> 1 cheque \$183.00, dated September 1, 2024 or \$183.00 in cash.	
	<input type="checkbox"/> 10 cheques, \$18.30 each, <b>post dated</b> for the 1 <sup>st</sup> of each month, September 2024 - June 2025.	

Casual Lunch Supervision (Grade K to 5) (2-3 days per month)		
Fee	Payment Options	QTY
\$20.00/20 Lines	<input type="checkbox"/> 1 cheque, \$20.00, dated September 1, 2024 or \$20.00 in cash.	

A lunch sign in sheet will be given to the lunch supervisor and they will fill in the dates your child(ren) stay. Each sheet contains twenty spots for dates. When the sheet is full, the lunch program will contact you for another payment. No refunds will be issued for unused dates at the end of the school year. Sheets are valid only for the current school year so please plan accordingly.

My signature indicates my acceptance of the policies of the Joseph Teres School Lunch Program. I have read the information on the previous pages and wish for my child(ren) to be registered. I understand my obligation to make the appropriate payments for my child in a timely manner and that failure to do so will result in my child(ren) being removed from the Lunch Program.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature