



## SHERWOOD SCHOOL LUNCH PROGRAM

### POLICIES AND EXPECTATIONS

2025 / 2026

#### 1.0 POLICIES

##### 1.01 PURPOSE

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

##### 1.02 ABOUT THE PROGRAM

**The Sherwood School Lunch Program is a parent run, user pay program, organized and managed by the Sherwood School Lunch Program Committee. This committee is made up of parents / guardians who have children registered in the Sherwood School Lunch Program. The committee is responsible for all areas of the operation of the lunch supervision program at Sherwood School.**

The lunch break is from 12:00 noon to 1:00 pm. Supervisors, hired by the Lunch Program Committee, will monitor the classrooms and hallways while the children eat lunch and Supervisors will monitor the playground and classrooms during the lunch recess. Children are expected to dress for the weather. Please be aware that the regular divisional cold weather guidelines will apply during lunch recess.

Students will provide their own lunches and will eat in classrooms. This program does not provide food or hot meals. There are **no microwaves** available for heating lunches. We also **do not supply spoons or forks**. We cannot make any exceptions.

Sherwood School is a **peanut and nut aware school**. Please be aware that foods or snacks containing peanuts or nut products are not permitted in the school or on the playground. 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 the school administration if there is any other food allergy serious enough to prohibit it from being eaten in the classroom. **\*\*Please note that Lunch Supervision Program supervisors are not responsible for monitoring the contents of students' lunches.**

The Sherwood School Lunch Program 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, the treasurer's salary and for miscellaneous expenses related to the operation of the Lunch Supervision Program. All funds from this program are managed in the Sherwood School Lunch Program bank account by a paid treasurer and are separate from any school

bank accounts. The program provides an audited statement to the school division on a yearly basis.

### **1.03 REGISTRATION**

Registration forms will be sent home with the oldest or only child in each family in September. Only one form needs to be completed per family however all students who will be staying at school during the lunch break must be listed on the Family Registration Form. The form is to be returned to the school office as indicated on the Registration Form.

### **1.04 REGISTRATION OPTIONS**

All students must be registered in the program **even if they stay at the school once during the year. Without registering, students will not be permitted to stay for lunch.**

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 supervision program or must eat lunch off of school property and return at 12:30 pm. If **a child is supervised at any point during the lunch hour, by lunch supervisors, the lunch fee will apply.** Students not in the lunch supervision program cannot return to school prior to 12:55 pm or the **daily \$1.25 lunch fee will apply.**

**Full time** - the student will generally be eating lunch at school on a daily basis

**Casual** - the student consistently stays only 1 or 2 day per week or less

### **1.05 FEES and METHODS OF PAYMENT**

The Sherwood School Lunch Program user fees for 2025 / 2026 are:

**Full time: \$1.25 per day per child (SEE PAYMENT SCHEDULE ON REGISTRATION FORM)**

**Casual: \$1.25 per day per child, invoiced at the end of the month.**

Payment may be made by one (1) cheque for all children in one family. Cheques should be made payable to: **SHERWOOD SCHOOL LUNCH PROGRAM.** In the event a cheque is not honored by your bank, parents are responsible for paying any additional fees charged to the program. In the case of multiple dishonored cheques, fees will need to be paid in cash only.

### **1.06 LATE PAYMENT**

Monthly lunch payments are due on the 1st of each month or the first school day of each month if the 1st falls on a weekend or during a school holiday. Casual billing will be sent out on the first Thursday of each month for the previous month. Payment will be due within three

days of billing date. Please remember that fees are due every month to reduce costs and avoid fee increases. Monthly invoices / reminders will not be sent.

In the event of late payment, the Sherwood School Lunch Program Treasurer will implement the following policies:

1. The parent / guardian will receive a **FINAL OVERDUE NOTICE** that the payment has not been received. **Payment will be required on the next school day.**
2. If payment is not received an email or phone call will be made by the Sherwood School Lunch Program Treasurer requesting payment. If payment is not received by the next school day your child will be unable to stay for lunch. A notice will be sent out via the child's agenda letting the parent / guardian know that alternate arrangements for their child over the lunch break will have to be made effective immediately and will continue until the account is paid in full. **Please note that, as per the Public Schools Act of Manitoba, parents are responsible for their children over the noon hour lunch period. Participation in the Sherwood School Lunch Program is voluntary and dependent upon parents being up to date with fees, and upon students following behavioural expectations.**
3. Should alternate arrangements need to be made for lunch fees parent / guardian must contact the Sherwood School Lunch Program Treasurer by email at [sher@retsd.mb.ca](mailto:sher@retsd.mb.ca) or call the Principal at (204) 667-0413.

#### **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 \$10.00 due and payable for each NSF cheque** received by the Sherwood School Lunch Program. *Your child will not be permitted to stay for lunch if all fees are not paid by the set date.* After a second NSF cheque, any remaining lunch fees will need to be paid in CASH only for the remainder of the school year.

#### **1.08 RECEIPTS**

Receipts will be issued to parents / guardians upon receipt of payment by the Treasurer and sent home with students. Receipts will be issued to the signatory on the cheque(s), or to the parent listed as the contact. If paying in cash a receipt will be issued and sent home. Please contact the Treasurer, Sherwood School Lunch Program, 204-667-0413, if the name on the receipt is to be someone else's. We are not responsible for lost receipts and additional receipts will not be issued.

#### **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, Sherwood School Lunch Program. This **does not apply** to Grade 5 graduating students.

## **2.0 LUNCH HOUR EXPECTATIONS**

These expectations have been created in consultation with the Sherwood School Staff. The Sherwood School Lunch Program would appreciate your cooperation in having your child follow the Lunch Supervision Program Expectations listed below. These expectations are in place to make the lunch break a safe and friendly place for all children attending the Sherwood School 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 Sherwood School Lunch Program. Please see the Behaviour Management Policy below.

### **2.01 Please follow Sherwood School Lunch Program's / Sherwood School's Expectations:**

#### **In the lunchroom....**

**BE RESPECTFUL .....**

**BE SAFE .....**

**BE RESPONSIBLE .....**

Stay seated  
Eat your own lunch, respectfully  
Ask permission to leave the classroom

#### **On the playground....**

**BE RESPECTFUL .....**

**BE SAFE .....**

**BE RESPONSIBLE .....**

Ask permission to leave the play area  
Use and return equipment appropriately  
Use fair play

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 Supervision Program staff and / or to follow Lunch Supervision Program Expectations may lose the privilege to remain in the Sherwood School Lunch Program. Your child's signature on the Registration Form is their promise to abide by these expectations. Your signature on the registration package is your promise to support the Sherwood School Lunch Program 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.

Sherwood School Lunch Program has some basic 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 expectations of acceptable behaviour for the Lunch Supervision 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 Sherwood School Lunch Program / Sherwood School expectations during the lunch break, the Sherwood School 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 Sherwood School Lunch Program Committee or the principal by leaving a message with the Sherwood School Office, (204) 667-0413.**