



Lord Selkirk School

Lunch Program

Guidelines & Expectations



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MISSION STATEMENT

The Lord Selkirk School Lunch Program will provide a safe and pleasant school environment for all children staying for lunch

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CONTACT INFORMATION

PARENT COUNCIL

- Messages can be left at school, 204-667-8495 for Parent Council President

LUNCH PROGRAM

- Messages can be left at school, 204-667-8495 for Lunch Program Coordinator
- Letter in sealed envelope addressed to Lunch Program Coordinator
- Email: lordselkirlunchprogram@gmail.com

LUNCH PROGRAM OVERVIEW

- The Lord Selkirk Lunch program is operated under the direction of the Parent Council and overseen by school administration
- Lunch program operates on a non-profit basis
- There is a charge to cover the cost of supervision and milk for each child
- The Lunch Program is a Respectful Workplace in alignment with the *Winnipeg School Division Code of Conduct*
- All children must be registered in the Lunch Program to attend
- The Lunch Program Coordinator oversees daily operations
- Staff supervisors are hired at a ratio of 1 to 20 students
- All staff have completed Criminal and Child Abuse registry record checks
- Lunch program runs on full school days from September to June
- Lunch program provides lunch hour supervision from 12:00 p.m. to 12:55 p.m. with a 30 minute outdoor recess dependent on weather
- Parents/Guardians are reminded to send students with weather appropriate clothing
- Spots in the lunch program are for students in grades 1 to 6 and Full Day Kindergarten
- Children bring their own lunch, clearly labelled with their name
- Lunches that need to be warmed up will be warmed up by staff
- Children are to bring their own utensils for their lunches as none will be available
- Lunch program provides milk daily for every child registered
- If you require further information, please contact the school and leave a message for the **Lunch Program Coordinator**.
- Parents who have children in this program are asked to direct all questions and concerns directly to the **Lunch Program Coordinator**
- Lunch Program Coordinator communicates with the school regarding incidents and injuries as necessary

REGISTRATION

- Parents/Guardians are to complete and submit lunch program registration form with the first payment
- Applications are available in the office and can be sent home by request
- Children are registered in the lunch program upon receipt of the lunch program registration form and first payment
- Please inform Lunch Program Coordinator in writing (letter or email) as soon as possible of any changes to personal information
- We encourage all children to be registered every year for the lunch program so that the “casual lunch” program is available anytime.

Fees

- Children can be registered for the Lunch Program as Monthly or Casual
- Payments can be either cash or cheque made payable to:
Lord Selkirk School Lunch Program
- Prepayment is required. Any alternate arrangements should be made to the Lunch Program Coordinator in writing prior to the payment being late.
- If payments are not received and no arrangements are made with the Lunch Program Coordinator, the student will be removed from the Lunch Program.
- Any NSF charges for returned cheques will have an NSF fee (\$45) added to their account. Two NSF charges will require future payments to be money orders, certified cheques or cash.

Monthly

- Fees can be paid:
 - Annually with a \$25 savings (eg: **1 child - \$225/year**)
 - With 10 post-dated cheques
 - Monthly at the beginning of the month
- **1 child - \$25/month 2 children - \$45/month 3 children or more - \$55/month**
- Late payments will increase with an additional \$10 late fee if they are not received by the 21st of the month
- If alternative payment arrangements are required, please contact the **Lunch Program Coordinator**

Casual - see Appendix A

- Fees can either be prepaid with the purchase of **casual lunch tickets** or paid on the day the student is staying for lunch
- Pre-purchased **casual lunch tickets** can be purchased at time of registration, at the office, or during the lunch hour
- \$2 per day per child

Receipts

- Receipts will be written upon deposit of funds into Lunch Program bank account
- Receipts will be left in your child's teacher's mailbox to place in their bag
- Lost or misplaced receipts should be addressed with the Lunch Program Coordinator in writing (letter or email).

Refunds

- If your child has been withdrawn from the program, please inform the Lunch Program Coordinator in writing. Refunds will only be provided for full months. Partial refunds will not be processed.
- No refunds or credits will be given for when a student is ill, on vacation, on a field trip or suspended.

CASUAL ATTENDANCE

- Child must be pre-registered and the casual fee be paid
- A ticket must accompany the student on the day of attendance for lunch program
- Lunch Program Coordinator must be informed by 11:00 a.m. on the day of student's attendance for lunch program

ATTENDANCE

- Children registered for the Lunch program must be accounted for during the lunch hour (12:00 p.m. until 12:55 p.m.)
- Absences from school must be reported to the school but absences from lunch program only must be reported to the Lunch Program Coordinator
- Lunch program supervisors take daily attendance
- Children registered in the lunch program will NOT be permitted to leave the school property during the lunch hour
 - This includes going home for lunch, eating lunch at a friend's home or purchasing lunch elsewhere
 - If the parent/guardian gives the child permission to leave the school property, the Lunch Program Coordinator must be informed by the parent (call, email, note).
- Children enrolled in the lunch hour school activities (Patrols, intramurals, etc...) must inform the Lunch Program Supervisor or Coordinator
- If a child leaves the school premises without prior permission, the parent/guardian will be notified

LUNCH RECESS

Children are expected to go outside during lunch recess. Please ensure your child/children is/are dressed appropriately for the weather. If they are not dressed appropriately, they will not be allowed outside and the parent/guardian will be contacted.. If the weather is poor, heavy rain or too cold, students will remain indoors with organized activities for the remainder of the lunch hour.

WINTER

As per division policy, there will be indoor recess if the outside temperature with windchill is -27 Celsius degrees or colder.

SPRING AND FALL

If you send your child with a hat or sunscreen, please ensure they are labelled.

LUNCHES

- Sustainability Initiatives:
 - At the school, we encourage students to bring litterless lunches. Some of the ways this can be done is by using a thermos, reusable water bottles and drink containers, reusable food containers and bags, cloth napkins and reusable utensils. Avoid pre-packaged, foil and plastic-wrapped items.
 - There are recycling receptacles placed throughout the school for pop cans, milk boxes, plastic bottles, juice boxes, etc...
 - There are also compost collection bins located in the lunchroom as well as in each classroom for food scraps.
- **Nutritious Lunches are encouraged**
- Lord Selkirk School is **Peanut-free**
- Label lunch bags/kits
- Send appropriate utensils
- Food that needs to be warmed up will be warmed up by the staff
- Students are not permitted to share or trade lunches

MILK

Small white milk (250 mL) will be available daily for every student enrolled in the lunch program

EMERGENCY LUNCHES

An emergency lunch will be supplied for the following reasons:

- If parent/guardian requests an emergency lunch
- Child's lunch is thrown out for an appropriate reason
- Child forgets their lunch at home
- Child ate their lunch as snack earlier in day

EMERGENCY LUNCHES CONSIST OF:

- 1 sandwich
- 1 granola bar
- ½ fruit slices

COST OF EMERGENCY LUNCH

- \$3.00 per lunch to offset the cost of food
- Must be paid the next day
- Cost of lunch increases to \$5 per lunch if it becomes a regular occurrence

STUDENT EXPECTATIONS

Lord Selkirk School is a PBIS school. This means that we use positive behavior interventions and supports to maintain consistent school wide expectations. Our guiding principles are as follows:

- Our entire discipline process is designed to be an instrument of success & inclusion
- We are clear about behavioral expectations and what success looks like
- Be fair, reasonable, and consistent with responses and/or consequences. (Fair is NOT always Equal)
- We pre-correct for anticipated unacceptable behaviors
- We respect the uniqueness of each student, each incident, and each set of circumstances.

Our school has signage posted that shares school expectations for behavior in that area. These “common area” expectations are taught and reviewed many times each year. Our school expectations are: Be Safe, Be Respectful, Be Cooperative. You may hear them referred to as the 3 B’s.

Our 3 B’s for LUNCH PROGRAM

BE SAFE	BE RESPECTFUL	BE COOPERATIVE
<ul style="list-style-type: none"> • Walk quietly • Keep hands and feet to yourself • Ask Lunch Supervisor permission to use the washroom • Wash hands before and after eating lunch • Stay seated while eating • Eat own lunch (No sharing lunch) • Remain in designated areas unless lunch supervisor has given permission to leave • Stay on school grounds at all times 	<ul style="list-style-type: none"> • Use indoor voices while eating lunch • Use polite language (please, thank-you, etc...) • Use kind words with peers • Listen to instructions from supervisors 	<ul style="list-style-type: none"> • Clean up your mess • Put all garbage in garbage bins • Put recyclables in recycle bin • Put appropriate food scraps in compost bins • Pack lunch bag/kit with uneaten food to take home

BEHAVIOUR MANAGEMENT

- Participation in the Lunch Program requires that all staff, children, and parents/guardians meet the expectations of a respectful and safe environment
- The expectation is that all students will cooperate with above mentioned expectations
- Lunch Supervisors will reinforce and remind children of the expectations
- Parents/Guardians will reinforce and remind children of the expectations
- Unacceptable behaviour will be dealt with as a learning opportunity with appropriate consequences that are fair and reasonable
- Lunch Program staff will utilize “Incident Report Forms” to keep track of behaviours to make necessary program changes and inform parents/guardians as needed
- All staff members are responsible for the behaviour and well-being of all students. When a child does not meet behaviour expectations, the following procedures are undertaken, keeping in mind that depending on the severity of the incident may result in immediate suspension from the lunch program.
 - Staff reminder to student to clarify expectation
 - Staff/child conference
 - Phone call home
 - No outdoor recess
 - Relocation in program
 - Written warning - “notice home” - *see Appendix C*
 - 1 day suspension from lunch program
 - Meeting with Coordinator, Parent/Guardian and child
 - 3 day suspension from lunch program
 - Removal from lunch program

Immediate suspensions can occur for: physical assault, weapons (possession, threat, or attack), verbal assault (swearing, threats), substance use/abuse, property damage, misconduct and inappropriate use of the Internet.

- Consequences include the expectation and opportunity for the child to apologize, and restore relations.
- Parents/guardians are expected to check their children's lunch bags/kits daily for notices and return messages from the Lunch Program Coordinator promptly to ensure all behaviour issues are discussed

INCIDENT REPORT FORMS - *see Appendix B*

- Lunch Program staff will complete Incident Report Forms to track incidents when children are not meeting expectations of behaviour
- Data from the Incident Report Forms will be used to improve supervision and programming in order to improve your child's lunch experience
- Parents/guardians will be only be notified when necessary as we often are teaching and reinforcing expectations with children

PARENT/GUARDIAN'S EXPECTATIONS

- Complete registration form before children begin lunch program
- Submit payments in a timely manner
- Review student expectations with your children
- Provide a lunch bag/kit clearly labelled with your child's name
- Check children's lunch bags/kits daily for notes sent home
- Respond to notes and messages promptly
- Ensure your child/children have a nutritious lunch
- Ensure that your child/children are dressed appropriately for the weather
- Inform the Lunch Program Coordinator of any changes to registration information
- Inform the Lunch Program Coordinator of any medical conditions and allergies
- Provide alternate care if child is suspended from the lunch program

STAFF ROLES AND RESPONSIBILITIES

LUNCH PROGRAM COORDINATOR

- Hire lunch program supervisors
- Train and supervise lunch program supervisors
- Process lunch program registrations
- Manage payroll of lunch program supervisors
- Manage the finances of the lunch program
- Deposit all funds into lunch program bank account
- Write receipts for fees paid
- Communicate financial concerns with parents/guardians
- Respond to behaviour concerns during the lunch hour
- Communicate concerns with children's behaviour with parents/guardians
- Complete and review "Notices home"
- Review data from "Incident Report Forms"
- Adapt processes upon analysis of data from "Incident Report Forms"
- Collaborate with the school principal and vice-principal
- Provide financial report to Parent Council



LUNCH PROGRAM SUPERVISORS



- Provide a safe and pleasant lunch environment for children
- Supervise the lunch room and lunch recess
- Reinforce lunch program expectations
- Supervise indoor recess due to weather or behaviour
- Complete "Incident Report Forms" and submit to Lunch Program Coordinator
- Warm up lunches



INJURY / FIRST-AID

- Minor scratches and bumps will be receive first aid from the Lunch Program Supervisors
- Parents/Guardians will be notified by phone or in writing of any injuries
- Major injuries will receive immediate attention from Lunch Program Supervisors and assistance from the School staff to take necessary actions to contact parents/guardians and emergency personnel as needed

APPENDIX A: Casual Lunch Tickets

Date: _____ <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Name: _____ Room: _____ </div> <p style="text-align: center; margin-top: 10px;"> LORD SELKIRK SCHOOL LUNCH PGM. RECEIVED \$2.00 FOR STUDENT CASUAL LUNCH DROP-IN FEE </p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;">  <div style="margin-left: 10px;"> Initials _____ </div> </div>	Date: _____ LORD SELKIRK SCHOOL LUNCH PGM. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Name: _____ Room: _____ </div> <p style="text-align: center; margin-top: 10px;"> RECEIVED \$2.00 FOR STUDENT CASUAL LUNCH DROP-IN FEE </p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;">  <div style="margin-left: 10px;"> Initials _____ </div> </div>
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APPENDIX B: Incident Report Form

FYI ☐FYA ☐

Lord Selkirk School Lunch Program Incident Report Form

Date _____ Time _____

Student's Name _____

Grade _____ Room _____

Location

Hallway ☐ Lunch Room ☐ School Grounds ☐Gym ☐ Washroom ☐ Other ☐

Time(s) of Repeat Incidents: _____

Incident Type

Physical Aggression		Leaving designated Area	
Defiance/Disrespectful		Property Theft/ Damage	
Disruptive		Other -	

Action Taken

Verbal Warning		Problem Solving Discussion	
Restitution		Referral to Coordinator	
Parent Discussion/Phone call		Other – Describe Below	

Explanation

Lunch Program Supervisor Signature _____

Lunch Program Coordinator's Response

Conference with Student	
Indoor Recess	
Phone Call to Parents	
Written warning " Notice Home"	
1 day suspension from Lunch Program	
Meeting with Parents/Guardians	
3 day suspension from Lunch Program	

Further Information

Lunch program coordinator Signature _____

Appendix C: Notice Home

Lord Selkirk School Lunch Program Notice Home	
<hr/>	
Date: _____	Time: _____
Child's name: _____	
Grade: _____	Room: _____
Location: _____	
Lunch Program Supervisor: _____	
Incident: _____	

Action Taken: _____	

Next Steps: _____	

Parent/Guardian Signature: _____	
 <i>Please review and return signed notice home to the Lunch Program Coordinator</i>	

Appendix D: Amendments during pandemic

- Children will be eating lunches in their classrooms
- Children will sanitize their hands before and after eating lunch
- There will be **no warm-up lunches** because of physical distancing measures
- Lunch recess will have staggered times (12:00 p.m. or 12:30 p.m.)
- Cohorts will assigned to designated areas for lunch recess
- Everyone is reminded of fundamentals:
 - physical distancing
 - cough/sneeze etiquette
 - regular hand washing or sanitizing
 - Staying home when sick
- Lunch rooms are cleaned after eating