

École Laura Secord School- Parent Lunch Program

960 Wolseley Avenue, Winnipeg, MB

Phone 204-786-4796

2022-2023

LAURA SECORD LUNCH PROGRAM

REGISTRATION INFORMATION

This is a new registration package for you and your child/children to review, fill out and sign.

- Review the Lunch Program Rules, Behaviour Management Plan and Anti-Bullying Policy with your child(ren)
- **Fill out, sign and return the Registration Form, Information Consent Form and Behaviour Contract**
- Payment must accompany completed registration form. Please see Payment options on pg.7 of return form

Keep Lunch Program Rules for future reference.

If you are currently paying by **Automatic Withdrawal** and your information will remain the same for September 2022, please indicate **“SAME”**, on the registration form (note options for withdrawal dates on the Fee Information Page). Your Automatic Withdrawals will start in September 2022. If changes need to be made throughout the year, inform lunch program immediately as it takes 30 days to process changes. If you would like to start paying by monthly Automatic Withdrawal, please send in a **“VOID”** cheque or an automatic withdrawal slip provided by your bank with your completed registration form.

If for any reason your contact information changes throughout the school year it is your responsibility to update the Lunch Program with your new information.

If you have any questions call the Lunch Program Line at 204-786-4796 or email Pam at pgarychuk@mymts.net

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Introduction to the Lunch Program

Please read all attached sheets.

Read and sign the Behaviour Contract with your child/children and return it to school as soon as possible. Keep the Behaviour Management Plan, Anti-Bullying Policy and High Five rules conveniently located so that you may refer to them when needed.

Expectations

Payments are due on a monthly basis. If payment is not received, is late or NSF, you will be responsible for making alternative arrangements for your child during the lunch hour. Late fees will need to be paid in cash before your child is allowed to return to the program.

Lunchroom facilities and supervision are provided for your child. You agree that your child must cooperate with the adults in charge of the program. If your child does not behave in an acceptable manner, he/she may lose the privilege of remaining in the program.

A lunch must be sent every day

Please send a cup, fork or spoon with your child if needed. We supply milk every day and chocolate milk on Fridays. On weeks where there is no school on Friday, we will have chocolate milk on the Thursday instead. Soy milk is also available.

Dress your child for the weather. We go outside for lunch recess year round.

Allergy Alert

We have children with deadly allergies to peanuts and fish and we urge you not to send any products containing nuts or fish. [Read all labels.](#)

Anti-Bullying Policy

Please note that a new policy has been developed and we urge all parents and students to read and be aware of this new policy. You can view it on the Laura Secord School Website and is included in this package.

If you have any questions or concerns; please see contact information above.

If your child is not in the Lunch Program or is withdrawn any time during the year they are not allowed on the structure, field or hard top during lunch recess.

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Fees and Payment Options

LUNCH PROGRAM FEES - DUE ON A MONTHLY BASIS

1 student Full Time (3/days a week or more) \$37/mo \$370/year

2 students Full Time \$60/mo \$600/year

3 students Full time \$80/mo \$800/year

4 Students Full Time \$100/mo \$1000/year

PART TIME (2 days a week or less) \$20/mo \$200/year

PAYMENT OPTIONS

- Automatic Withdrawal - Void cheque needed with a date specified as per the following: 1st or 21st
- Cheque or Money Order made out to LSSPLP dated for the 1st or 21st
- E-transfers can be sent to LSLunchProgram@gmail.com (Please put students name in the memo line)

A charge of \$5 will be administered for each NSF Cheque

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Behaviour Management Plan

Amended June 2010

The mandate for the **Laura Secord School Parent Lunch Program (LSSPLP)** is to provide a safe and pleasant environment. In keeping with this mandate, the following steps or combination of steps (at the discretion of the Director) are used by Lunch Program to deal with behavioural concerns.

1. Staff person speaks with/to child. A verbal reminder of the Lunch Program Rules is given. This will give the child the opportunity to make an appropriate behaviour choice. Warnings will be given and recorded. Consequences may be given.
2. If inappropriate behaviour continues, Director will speak with child and a phone call will be made to parent/guardian, which lets them know of the inappropriate behaviour. Consequences will be given. Type of consequence will depend on the severity of the misconduct, the student's history of misconduct, etc.
3. Director and parent will discuss problem/consequence.
4. If inappropriate behaviour continues after the warnings and phone calls, child may be suspended.
5. Re-entry meeting with Director, Parent and Child will be scheduled after suspension.

Suspensions are given:

1. If a child leaves the school grounds during Lunch Program.
2. If inappropriate behaviour continues.
3. If the school's Code of Conduct or Lunch Program Rules are violated.

Suspensions follow a schedule of:

1-Day suspension

2-Day suspension

5-Day suspension

Suspension until the end of School year

The Lunch Program follows the Laura Secord School Code of Conduct and the Winnipeg School Division Code of Conduct. **Questions or concerns may be directed to the Lunch Program Director at 204-786-4796.**

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Program Rules

- ❖ *I will show respect and courtesy to the staff/adults and other children, inside and outside school building.*
- ❖ *I will sit down properly at my lunch area and use my indoor voice.*
- ❖ *I will raise my hand/or politely address a staff member when I have a request or concern.*
- ❖ *I will not scream or shout at any students or staff.*
- ❖ *I will not RUN INDOORS at any time.*
- ❖ *I will not throw food, squirt drinks or grab other children's food.*
- ❖ *I will not share my food, due to allergy and health concerns.*
- ❖ *I will clean up after myself, which includes; all of the garbage on my lunch area, under the area I sit, the surrounding floor area and outside on the playground area.*
- ❖ *I will, when the lights are turned off, STOP TALKING AND BE READY TO LISTEN for announcements.*
- ❖ *I will respect and return the equipment I borrow during the lunch hour to its proper place.*
- ❖ *I will follow the school ground rules.*
- ❖ *I will not leave the playground without permission.*
- ❖ *I understand that BITING, SLAPPING, HITTING, FIGHTING OR KICKING and other forms of PHYSICAL VIOLENCE are NOT ACCEPTABLE behaviour and the staff WILL NOT ALLOW IT.*
- ❖ *I understand that SWEARING, OFFENSIVE HAND/BODY GESTURES, SPITTING, TEASING are also unacceptable behaviours.*

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Laura Secord School Parent Lunch Program Anti-Bullying Policy

Laura Secord School Parent Lunch Program strives to create a safe, respectful and welcoming lunch environment where all students, employees, parents and visitors are free from bullying and intimidation. We recognize that bullying has a negative impact, and take it seriously. Students and parents should be assured that known incidents of bullying will be responded to and it will not be tolerated.

In this policy and in Lunch Program we will be addressing the behaviour of bullying and refrain from labeling children as a “bully” or “victim.” Students who are engaging in bullying need to learn different ways of behaving.

Objectives of this Policy

- That all staff, students and parents have an understanding what bullying is
- That staff know lunch program policy on bullying and follow procedure when bullying is reported
- All students and parents know what lunch program policy is on bullying and what they should do if it arises

Definition:

For the purposes of this policy, bullying is behaviour that is defined as a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is an imbalance of power. It includes:

- Verbal Bullying – name calling, teasing or insulting
- Emotional / Relationship Bullying – refusing to talk to someone, spreading lies or rumours about someone, excluding, making someone do something they don’t want to
- Physical Bullying – hitting, kicking, or pushing someone (or even threatening to do so), stealing, hiding or ruining someone’s things, making someone do something he or she doesn’t want to

Bullying includes any behaviour that is unasked for and unwelcome. Bullying behaviours are ways one person can make another feel hurt, afraid, or uncomfortable.

Three critical conditions distinguish bullying from other forms of aggressive behaviour, including:

Power: Bullying involves a real or perceived power imbalance. Individuals who bully acquire their power through physical size or strength, development level or age, status within the peer group, through recruiting support of the peer group, and/or through numbers/group size involved.

Frequency: Bullying is characterized by frequent and repeated attacks.

Intent to Harm: Bullying is generally done with the intent to hurt the other person either emotionally or physically.

Bullying is any action which hurts another’s body or feelings, is targeted, and repeated over and over. For example, if a student cuts in front of another child in line one day, this is a mistake but not bullying. If, however, a child cuts in front of the same child when the class lines up to go out for recess, when they are waiting to go to the gym, and while in line at the water fountain, this may be bullying. While things like line cutting, hitting, kicking and name calling are aggressive and unacceptable behaviours, unless it is targeted and repeated, it may not be a bullying situation but a bad choice.

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Staff Procedure: How to Respond to a Bullying Incident:

When staff members become aware of a bullying incident, they will ensure that students are safe and supported. They will:

- Acknowledge the incident and provide reassurance
- Ensure students are safe, or sent to a safe location
- Communicate with the Director and Assistant Director, who will investigate and record the details of the incident

The Director and Assistant Director will determine the appropriate consequences, taking into consideration:

- The student's age & developmental level
- The seriousness of the incident
- The student's history
- The history of the relationship between the students

Consequences: It is recognized that unacceptable student behaviour is an opportunity for critical learning in areas of personal accountability, the development of empathy, conflict resolution, communication and social skills development – and also that these may be beyond the scope of Lunch Program. For the student who has engaged in bullying, consequences can include one or more of the following:

- Discussion with the student, describing the bullying behaviour and the impact on others
 - Discussion with parents or guardians
 - Letters of apology
 - Loss of recess privileges
 - Completion of lunch program services
 - Suspension
 - Expulsion
 - Other consequences deemed necessary
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- The bullying incident(s) will be well documented.
 - There will be follow up with all parents/guardians.
 - All incidents of bullying will be discussed with all relevant staff in order that everyone can be vigilant, and so that further incidents by the same child(ren) may be prevented.
 - Additional support, supervision and monitoring will be provided as necessary.

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Information for Parents:

As the parent of a child whom you suspect is being bullied:

- Share your concerns with the Director or Assistant Director of the Lunch Program. Bullying is taken seriously and your concerns will be listened to. The Director will investigate and follow up with you about the investigation and any actions that may be taken.
- Do NOT attempt to sort the problem out yourself by talking to the child whom you think may be behaving inappropriately towards your child.
- Do not encourage your child to “bully back.” This can make the problem harder to solve.

Resources:

<https://www.winnipegssd.ca/FAMILY%20COMMUNITY/community-resources/publications-and-resources/Documents/Bullying-Elementarybooklet.pdf>

<http://org.kidshelpphone.ca/en/about-us/>

<https://www.winnipegssd.ca/students/Documents/WSD%20Code%20of%20Conduct.pdf>