

## GENERAL INFORMATION AND TERMS OF REGISTRATION

Participation in the JBMLP is a privilege that is dependent on the student's cooperative behavior and payment for the childcare services provided.

The program operates from the first school day in September to the last day in June.

- All students attending École JB Mitchell School (JBM) in grades 1-6 are eligible for registration.
- The JBMLP aims to maintain a staff ratio of 1:20 with a Coordinator in charge of daily activities.
- Lunch Program Staff will follow Provincial Health and Safety Guidelines as well as align standards with the Winnipeg School Division pandemic plan.
- The JBM Parent Advisory Council (PAC) will use the criminal/child abuse registries for checking the background of all JBMLP staff.
- The JBMLP's fees are used to cover staff salaries and purchase supplies. \_\_Supplies include microwaves, lunch tables, and playground supplies (i.e.: physical education equipment used at lunch recess).

Please inform the JBMLP **immediately** of any changes to the registration/medical information submitted with registration.

Absences of any kind must be reported to the JBMLP Coordinator **prior to the absence**. This can be done by:

- Calling the school and leaving a message.
- emailing [jbmlunchprogram@gmail.com](mailto:jbmlunchprogram@gmail.com)

Only those persons listed on the registration form, with appropriate identification, will be allowed to sign a student out of the program.

- An authorizing note or phone call from a custodial parent/guardian will be required before a student is released.

It is recommended that your child(ren) have insurance coverage (Student Accident, Blue Cross or private).

- In the unlikely event of an accident requiring an ambulance, one will be called and you will be billed for the service.

All students will be required to go outdoors for approximately 30 minutes.

- In winter, the windchill is monitored and students remain inside when the temperature is at least -28 with the windchill.

Nutritious lunches and beverages are to be supplied by the home.

- Milk is not supplied by the JBMLP.
- Refrigeration and cutlery are NOT provided.
- Microwave heating will NOT BE provided.

The JBMLP supports the school's peanut awareness policy.

- **DO NOT** send snacks and foods containing peanut and/or nut products.
  - If your child comes to school with nuts/nut products, a letter will be sent home, along with your child's lunch, and the child will be given an alternate lunch.
  - **A fee of \$10 will be charged on the second offence, and any subsequent offences.**

Please speak to your child(ren) about the importance of NOT trading lunches to reduce the possibility of allergic reactions.

The JBMLP Coordinator is available to address any and all concerns/comments you may have. They can be contacted by:

- Leaving a message at the school
- Sending a note in a sealed envelope addressed to the attention of the J.B. Mitchell Lunch Program Coordinator or
- emailing [jbmlunchprogram@gmail.com](mailto:jbmlunchprogram@gmail.com)

## CODE OF CONDUCT

In order to participate in the JBMLP, students are expected to create a safe environment and treat all students and staff with respect.

It is the duty of the JBMLP Coordinator to attend to behaviour and discipline issues that may occur during the lunch hour. In the event that a conflict requires further attention, the JBM PAC Chair will be included in the discussion, followed by the principal if necessary.

### JBMLP Behaviour Expectations

Students and parents/guardians must read the JBMLP Behaviour Expectations and **SIGN THE REGISTRATION FORM** to signify their understanding of what is expected of the child.

- **Show courtesy and respect** to students and the JBMLP staff.
  - Keep your hands and feet to yourself at all times.
- **Listen to and cooperate with** the JBMLP Staff at all times.
- **Any unsafe or disrespectful behaviour is not allowed**, such as:
  - *disrespecting any adults*
  - *physical violence of any sort*
  - *offensive language*
  - *rough play*
  - *throwing or kicking gravel or snowballs*
  - *going on the road or in front of the school*
  - *spitting or biting*
- **Report to your lunch area promptly** once dismissed by your teacher.
- **Good table manners are expected**,
  - Sitting down properly,
  - no yelling while eating, and
  - no throwing food.
  - **Children will move to another seat if asked to by our staff.**

- **Respect rules on attire:**
  - Remove your hat during the indoor portion of the program.
  - Keep your shoes/boots on at all times for health and fire safety reasons.

**Parents - please ensure that your child(ren) are dressed in clothing appropriate for the weather conditions EVERY DAY.**

- For safety reasons, you must:
  - obtain permission before going inside the school to go to the washroom.
  - ask a staff member to get any recess equipment which may have gone over the fence.
- Respect days designated to grades allowed on the play structures and other areas.
- When the bell rings, line up immediately at your designated area and wait to be allowed to go to inside.

## **Behaviour Management Policy**

In the event that a student misbehaves, a notice will be sent home and the parent/guardian may receive a phone call from the JBMLP Coordinator.

- Parents/guardians are asked to discuss the behaviour problem, review the Behaviour Expectations outlined above with the student and assist the JBMLP by reinforcing the expectations.

In order for the student to resume full participation in the JBMLP, the notice must be signed and returned to the JBMLP Coordinator on the next day that the child attends the JBMLP.

- If the notice is not signed and returned, the child will be kept indoors for the outdoor recess portion of the lunch break.

Copies of all notices will be made and kept on file by the JBMLP Coordinator and the school office.

The JBMLP Coordinator has the authority to suspend a student from the JBMLP at any time without notice.

- A suspension requires the parent/guardian to take their child off school grounds from 12:00 p.m. until 12:55 p.m.
  - Alternate lunch arrangements due to suspensions are the responsibility of the parent/guardian (from 12:00 p.m. through 12:55 p.m.). DO NOT contact the school regarding alternate arrangements.
- All suspensions will be situation dependent, varying in length according to the severity of a misbehaviour or intent to injure. A meeting may be required involving the child, parent/guardian, JBMLP Coordinator, PAC Chair and/or the Principal.

A child who receives 3 misconduct notices will have JBMLP privileges suspended for 1 lunch.

If a 4<sup>th</sup> notice is given, the possibility exists for up to a 5-day suspension from the JBMLP.

Continued misbehaviour will result in a suspension from the JBMLP for the remainder of the school year.

## **Enrollment Information**

The JBMLP has two different enrollment options:

### **Option A - FULL TIME**

- This option is for students who will stay at school for lunch every day. The full time fee is 275.00 if paid in full at the beginning of the school year. A 300.00 fee is charged if selecting a postdated payment option.

### **Option B - CASUAL**

- This option is available to parents/guardians who would like to have their child(ren) stay at school periodically.
- In order to use this option, parent/guardians must complete the registration/medical form and submit a \$10.00 registration fee prior to your child(ren) staying for lunch.
- Tickets must be purchased.
  - They do not expire; may be used by any student registered in the JBMLP or be kept for use the following year.

Note: Any student entering the JBMLP after the beginning of the year will be charged a prorated fee.

No refunds or credit will be given for times when a child is ill, on vacation, on a field trip or off school for in-services. There is also no refund if a child is suspended from the lunch program for 2 - 5 days as per the Behaviour Management Policy.

Pre-payment is required. However, it is our aim to work with parents on any payment issues, so please direct any concerns you may have to the JBMLP Coordinator, or the Principal, either by phone/letter or email.

### **LATE PAYMENT POLICY**

In the event of late payment, the JBMLP Coordinator will implement the following policy:

- The parent/guardian will receive a reminder note/email, including notice that a Late Payment fee of \$10.00 will be charged. Please indicate that late payment fee is included when paying the balance.
- Payment and late fee will be required within five (5) school days from receiving the note/email for the child(ren) to remain a part of the JBMLP.
- At five (5) school days past due, if the JBMLP Coordinator has not received a response to the initial contact, it will be viewed as a parental decision to no longer use the services of the JBMLP.
  - This means that the parent/guardian will be responsible for their children from 12:00pm to 12:55pm and will need to make alternate arrangements for lunch hours until payment is received by the JBMLP Coordinator.
- Should the parent/guardian wish, their child(ren) may participate in the JBMLP again (either within the same year, or in subsequent years) by paying all outstanding fees in full.

## **NSF POLICY**

In the event of an NSF cheque, the JBMLP Coordinator will implement the following policy:

- The parent/guardian will receive a note/email alerting them to the NSF cheque, including notice that a NSF service charge of \$20.00 will be applied. Please indicate that the NSF fee is included when making the repayment.
- Re-payment and the NSF fee will be required within five (5) school days from receiving the note/email for the child(ren) to remain a part of the JBMLP.
- At five (5) school days past due, if the JBMLP Coordinator has not received a response to the initial contact, it will be viewed as a parental decision to no longer use the services of the JBMLP.
  - This means that the parent/guardian will be responsible for their children from 12:00pm to 12:55pm and will need to make alternate arrangements for lunch hours until payment is received by the JBMLP Coordinator.
- Should the parent/guardian wish, their child(ren) may participate in the JBMLP again (either within the same year, or in subsequent years) by paying all outstanding fees in full.
- In the event that there are 2 NSF cheques within the same school year, the parent/guardian will be notified that cheques will no longer be accepted and they will be required to fulfill the payment owed in CASH or by e-transfer.