

# **Pinkham School Parent Council Lunch Program Policies 2018-2019**

## **ABOUT THE PROGRAM:**

The Lunch Program provides a safe school environment over the lunch hour for students. Due to the limited space available (maximum of 72 spaces), priority will be given to students whose parents are working or going to school.

Students bring their own lunches and are provided with milk. Lunch Program employees will heat lunches and supervise the playground during the outdoor lunch recess. Supervisors will heat lunches only; they are not responsible for cooking lunches.

The Lunch Program is a "Nut Safe" and "Shrimp Safe" program. Some children have severe allergies to peanuts and shrimp. As a result, children are asked NOT to bring peanut butter, peanuts and food containing nut and shrimp products.

## **RULES AND EXPECTATIONS:**

These rules and expectations are in place to make the lunch hour a safe and friendly environment for all children. The Pinkham School C.A.R.E. expectations also apply to all lunch program students as the lunch program is in the school. Please review these expectations with your child.

### **Lunch Room Expectations:**

- Stay at your table until you are finished eating
- Clean up your area and throw your garbage/recycling in the correct bin
- Talk quietly to your neighbors and use indoor voices
- Show respect for property and people – use manners
- Ask an adult's permission to leave the room

### **Playground Expectations:**

- Use kind words and solve conflicts appropriately
- Keep hands and feet to yourself
- Show respect to others and school property
- Do not leave the school property
- Line up and enter the school calmly when the bell rings

## **CONSEQUENCES FOR BEHAVIOUR ISSUES:**

Should a behavioural problem arise, Parent Council, in cooperation with the school administration, will do the following:

- Inform the student of the unacceptable behaviour and give student a chance to correct the behaviour. Verbal abuse or violent or aggressive behaviour will be immediately directed to the school administration.
- If behaviour continues, the student will serve a time out. Parents may be contacted, depending on the nature of the behaviour.
- If the behaviour continues, a student may be suspended for a specific amount of time or lose their lunch program privileges.

## **PAYMENT:**

Monthly payment is \$25.00 for the first child and \$15.00 for second child and \$10 for each additional child to a maximum of \$60.00 per family. **Fees must be paid by the 20th of the month** and should be submitted to the office so a receipt can be issued. Lunch program fees are based on a per month basis, not on a child's daily attendance. By choosing to enroll your child in the lunch program, you are securing his/her spot in the lunch room, and are agreeing to pay the monthly fee. Please notify the office if your child no longer needs a space in the lunch program.

Deposit of one month cash to register for the lunch program is due by June 28, 2019 (this deposit will be used towards your June 2020 lunch program fees).

New registrations may pay in September if there is space available. Payment due will be two months fees (September fees and deposit).

Parents/Guardians who pay in full by September 30, 2019 will receive \$50 off their family's lunch program fees for the year (this does not apply to lunch program staff).

## **OVERDUE ACCOUNTS:**

**A fee of \$5.00 per week (maximum of 2 weeks) will be charged for late fees. If after 2 weeks an account is not paid in full, lunch program privileges will be suspended until the lunch program fees are paid in full. Your spot(s) will become vacant and if there is a waiting list, the spots will be filled. You may have to wait for a spot(s) once your fees are paid in full.**

## **Drop In Fees**

If you plan to have your child drop in at the lunch program you must call the school before 11:30 a.m. to register them. If there is space available (maximum 72 spaces in the lunch program) you will be able to register your child(ren). You will need to send \$2/child to the school to pay the fee for one lunch hour. You may only use drop in a maximum of 4 times per month. If you are in excess of 4 times per month, the fee will increase to \$5/child and in excess of 5, \$10 per lunch hour.

## **NSF Cheques**

As per the motion made at the October 2016 Parent Council Meeting:

*If there is a N.S.F. cheque, the parent is to be charged the N.S.F. fee (the parent owes the monies on the cheque and the N.S.F. fee). The individual who wrote the N.F.S. cheque will be given a second opportunity to write a cheque. If the second opportunity results in another N.S.F. cheque, the same protocol applies (the parent owes the monies on the cheque and the N.S.F. fee). There will not be a third opportunity to write a cheque.*

**This copy is yours to keep. Please return the attached Lunch Program Application to the school as soon as possible.**