

Lunch Program Handbook

ARTICLE 1 Mission Statement

QSAC Lunch Program will provide a safe and respectful environment for our children during lunch period.

ARTICLE 2 Program Description

2A. Queenston School Advisory Council (QSAC) Lunch Program is a non-profit parent funded program offering lunch hour supervision for Queenston School children.

2B. The program is entirely parent funded (ie: The registration and monthly fees paid by each family constitute the entire program budget). The lunch program fees cover all staff salaries, program expenses and some equipment.

2C. QSAC Lunch Program operates each school day from 12:00 noon to 12:55 PM. Should a child become ill during the lunch period, the parents may be contacted. Should the child forget or accidentally spoil their lunch during lunch program, a lunch program staff member will contact a parent/guardian between 12:00 and 12:30 for families to problem solve. In the event of inclement weather, the children will remain indoors. Games and other supervised activities will be provided. In winter, the wind chill is monitored and the time spent outdoors is adjusted in accordance with the guidelines set out by the Winnipeg School Division.

2D. According to the Winnipeg School Division Lunch Program Supervision Guidelines for Elementary Schools, the staff to student ratio is 1:20. Therefore, children in the lunch program must be able to function in a group setting and be fairly independent. Children requiring 1:1 supervision or who have difficulty functioning in a group setting should consider other options.

ARTICLE 3 Role of QSAC Inc.

3A. The QSAC Lunch Program is a service provided to the parents and students of Queenston School by QSAC Inc.

3B. The policies and procedures of the program are created and enforced by the Lunch Program Subcommittee of the Queenston School Advisory Council Inc. and the lunch program staff. All policies and procedures are subject to review and approval by QSAC Inc.

ARTICLE 4 Role of the Lunch Program Chairperson

4A. The subcommittee is comprised of parents and the program supervisor, all interested in the quality of the program. The elected chairperson is a director of QSAC Inc. Ideally, the subcommittee will be served by a minimum of four members. The principal will act in an advisory capacity.

4B. The chairperson or designate will attend each regular parent council meeting to report relevant information. Information reported to QSAC Inc. may include: recommended changes to policies, procedures, fees, staff hiring, suspension and dismissal. The subcommittee may initiate changes to policies, procedures, fees and hirings and suspensions on a temporary basis as necessary. These items will then be subject to a final review by QSAC Inc. at the next monthly meeting.

ARTICLE 5 Lunch Program Rules/Behaviour Expectations

5A. Attending lunch program is a privilege. QSAC Lunch Program is closely monitored by the lunch program staff and the lunch program chairperson. In order to ensure a respectful and safe environment for all students, adherence to the lunch program rules is expected at all times. A copy of the lunch program rules/expectations is contained in APPENDIX A.

The Queenston School Advisory Council (QSAC) is a parent group dedicated to providing our children with the best possible educational experience through community building, fundraising, and advocacy. Learn more about how you can get involved at www.winnipegssd.ca/schools/queenston.



5B. Should a student violate the rules of the lunch program, the parent/guardian will be notified in writing by the lunch program staff and the parent/guardian's support will be anticipated. A "notice of behaviour" form ("red slip") will be sent home by the Lunch Program Supervisor. Parents/guardians will be asked to sign the form to indicate they have received the notice and return the form to the lunch program supervisor on the next school day. Upon 3 notices being sent home, students will automatically be suspended from the lunch program for a length of time to be determined reasonable by the lunch program staff and the QSAC lunch program chairperson. Further, please be aware that the Lunch Program Supervisor holds the authority to apply a suspension immediately (i.e., not require 3 red slips prior to the suspension). In such cases, this decision will be made collaboratively between the lunch program supervisor, the lunch program chairperson, the QSAC chairperson, and will involve consultation with the principal.

ARTICLE 6 Parents/Guardians Appeal/Complaint Procedure

6A. When creating and enforcing the policies and procedures for the lunch program, the staff, and QSAC Inc. are keeping the best interests of the children and parents/guardians foremost in mind. In the event of a disagreement with these policies and procedures the following appeal procedure has been devised.

STEP 1 Parents/guardians should first contact the lunch program supervisor either verbally or in writing.

STEP 2 If agreement between both parties has not been obtained at the first level, parents/guardians are encouraged to contact the lunch program chairperson either verbally or in writing.

STEP 3 If the issue cannot be resolved at Level 2 with the lunch program chair parents/guardians are asked to contact a QSAC Inc. officer (available from the school office). The officer will ask the parent/guardian to formalize their objections in writing and request the parent/guardian to attend the next QSAC Inc. directors' meeting to discuss this issue. All information presented will be kept confidential.

ARTICLE 7 Fees and Payment

7A. Fees for lunch program are due at the time of registration. Payment is to be made in one of two ways: (1) in full, (2) in installments. Cheques must be dated the first of the month. **All** payments are due upon registration, regardless of the payment option selected. Please make cheques payable to QSAC Inc. Any registration received without payment will be considered incomplete and the student will not be enrolled in the lunch program. The lunch program fee schedule is in the table below.

Payment Schedule		
Days per week	Full Payment	3 Installments
<i>PAYMENT DUE IN THE MONTH OF:</i>	<i>SEPTEMBER</i>	<i>SEPTEMBER, DECEMBER, MARCH</i>
5	\$330	\$110
4	\$285	\$95
3	\$240	\$80
2	\$195	\$65
1	\$150	\$50
<u>Drop-in \$4 daily - payable to LP Supervisor on day of attending (Registration forms must be submitted prior to attending drop in).</u>		
Please make cheques payable to QSAC Inc.		

7B. NSF Cheques: NSF cheques must be re-issued with an additional \$5.00 to cover service charges. Failure to remit payment within 5 operating days may result in the removal of the student from the lunch program until full payment is received (unless prior arrangements have been made by the parent/guardian with the Lunch Program Supervisor). Please note: It is the parent/guardian's responsibility to contact the supervisor to make these arrangements in advance of the payment due date.

7C. Tax receipts for QSAC Lunch Program payments will be issued in the month of February. Receipts for casual attendees will be provided upon request.

ARTICLE 8 Attendance

8A. Full-time

Please notify QSAC lunch program supervisor of any day your child will not be attending (except for holidays, in-services and class outings). The supervisor requires notification prior to the affected noon hour.

8B. Part-time

If scheduled days are to be changed, please notify the lunch program supervisor prior to the affected noon hour by calling the school and leaving a message.

8C. Drop-in

Please notify the lunch program supervisor by 11:00 AM on the day the child will be attending. Please bring payment for daily lunch program supervision on each day you wish to send your child. Lunch Program must have a completed registration form prior to attending Lunch Program.

Lunch Program Supervisor: Joanna Stacey; queenstonlunchprogram@gmail.com

ARTICLE 9 Child Release/Pick up Procedure

9A. The parent/guardian must write a letter/email informing the program supervisor of the name(s) of the designate(s) who will be picking up their child. The parent/guardian must include all pertinent information (ie. Name(s), address(es) and phone number(s)).

9B. It is the responsibility of the parent/guardian to advise these designates of the lunch program policies.

9C. Designate(s) picking up the child are parental representatives and must adhere to all policies of the program. They may be asked for identification.

9D. In the case of legal separation or divorce, please advise the lunch program of any custodial concerns.

9E. In the absence of legal authorization, the lunch program must assume that either parent/guardian has the right to remove their child from the program thereby exonerating the QSAC Lunch Program from any liability/responsibility.

ARTICLE 10 Emergency Policy

10A. In the event of an emergency requiring immediate medical care, the following steps will be taken:

1. An ambulance will be called and the child will be accompanied to hospital.
2. Parents will be contacted and asked to meet the ambulance at the hospital.
3. Any costs incurred (e.g., ambulance) will be the responsibility of the parent.

10B. Please understand that medical care will be the first priority. Parent notification will occur as soon as possible.

10C. In the event of other emergencies such as fire, power outages, water main breaks, or other community wide disasters, the program will vacate to St. Aidan's Church (Campbell St. at Kingsway Ave.). Parents will be contacted as soon as possible.

ARTICLE 11 Medications Policy/Allergy Information

11A. The QSAC lunch program cannot assume responsibility for administering any medications other than EPI-PENS.

11B. We have children in our school who have a severe allergy to peanuts and nut products. Even exposure to a *tiny* amount could be serious and life threatening. We ask that all those enrolled in the lunch program to please refer to the allergy information contained in APPENDIX C.

ARTICLE 12 Outdoor Equipment Policy

12A. The QSAC lunch program is allowed to use the outdoor sports equipment belonging to the school. The children are responsible for returning the equipment at 12:55 PM. Failure to return the item will result in the loss of privileges. Toys from home are not allowed. Thank you for your cooperation.



APPENDIX A QSAC LUNCH PROGRAM

Student Rules/Expectations*:

I will show respect, responsibility, and cooperation with staff and other children, both inside and outside the school building.

I will sit down properly at the lunch table.

I will not throw food, squirt drinks, grab at, or share other children's food.

I will clean up after myself, which includes all of my garbage on my desk and surrounding floor.

I will return equipment to its proper place if I borrow it during the lunch period.

I will follow the school ground rules.

I will not leave the playground.

I understand that **BITING, SLAPPING, SPITTING, KICKING, PINCHING, FIGHTING** and other forms of **PHYSICAL AGGRESSION AND BULLYING** are not acceptable behaviours and will not be tolerated under any circumstances.

I understand that **VERBAL ABUSE** such as **SWEARING** and **TEASING** are also unacceptable and will not be tolerated under any circumstances.

I understand attending Lunch Program is a privilege.

* Please note that these rules/expectations are aligned with the Winnipeg School Division Student Code of Conduct. You can find more information at this link:

<https://www.winnipeg.ca/schools/Clifton/Administration/codeofconduct/Documents/WSD%20Code%20of%20Conduct.pdf>

APPENDIX B
Behaviour Notice “Red Slip”

Queenston School Advisory Council Lunch Program
Notice of Behaviour/Rule Violation

Date: _____

Re: _____

Dear Parent(s)/Guardian:

This is to let you know that _____ has demonstrated the following behaviour/rule violation during Lunch Program today:

- Disrespectful towards staff
- Running around/disruptive during lunch time
- Throwing food/drinks/touching other students' food
- Not taking care of lunch program equipment
- Not cleaning up after him/herself
- Left the playground area
- Swearing / spitting
- Teasing/ bullying
- Physically aggressive towards another child: _____
- Other: _____

Every student is expected to follow the rules in order to achieve and maintain a safe and caring environment throughout the entire lunch hour. Please be advised that this is the 1st 2nd 3rd notice that has been sent home. Upon 3 notices, students are automatically suspended from the lunch program for a length of time to be determined reasonable by the lunch program staff and QSAC lunch program chair. Please also note that in certain situations, suspension may be immediate. Please refer to the Lunch Program Handbook for additional details of this policy.

By signing this form, you are indicating that you have received this notice. Copies of all notices will be kept by the Lunch Program Supervisor.

Parent Signature:

Date:



APPENDIX C

Allergy Information

We have children in our school who have a severe allergy to peanuts and nut products. Even exposure to a *tiny* amount could be serious and life threatening. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific children and their families must take responsibility to avoid exposure, staff, other children and their families can also help to make the school environment safer.

Your cooperation is requested to:

- Please check the ingredients on items you send to school
- Avoid sending nuts or items containing nuts to the classroom and in your child's lunch
- Discourage your child from sharing foods at school
- Inform the principal or classroom teacher before giving food products to any children at school
- Teach children to respect this very serious situation; strongly discourage teasing

This may be an inconvenience for you, but please realize how important your cooperation is. We would take the same care should your child have such a health care need.

Thank you for your cooperation. For more information, please call the school principal at 489-3423.