



# SHAUGHNESSY PARK SCHOOL

1641 Manitoba Avenue  
Winnipeg, Manitoba  
R2X 0M3

Phone: 204-586-8376  
Fax: 204-586-6094

*Principal:* T. Westdal  
*Vice Principal:* S. Nikkel

Dear Parents/Guardians:

Shaughnessy Park School offers a lunch program for students who have parents/guardians who either work full time or are going to school full time. It runs from September to June on school days for children in grades 1 to 8. Shaughnessy Park is dedicated to providing our students with a safe, caring and respectful environment where parents/guardians may choose to have their children supervised over the lunch break. Only those students registered in the lunch program may stay at school for lunch. All the money collected is used to pay the salaries of those hired to supervise the lunch break, and any miscellaneous expenses related to the operation of the lunch program.

Lunch program supervisors will monitor the assigned spaces and hallways while the children eat lunch as well as the playground during the lunch recess. Supervisors will ensure that students are following the guidelines set out by Manitoba Health for physical distancing and sanitization. Please ensure your child has weather appropriate clothing. During inclement weather, students will remain indoors.

Students will provide their own lunches and eating utensils. Please remind your child that they must eat their lunch within this period and that food is not to be shared. It is the parent's/guardian's responsibility to ensure that their child has an appropriate lunch. **The lunch program fees are for supervision only. The school division subsidy has been discontinued and milk will no longer be provided.**

All children attending must have completed and signed a registration form (one per family) for lunch program to retain for emergency use. Fill out and complete one **Child's Contract-Code of Behaviour** form per family. Submit completed forms to school prior to student(s) attending lunch program. **All unpaid fees from the current/prior school year must be paid in full before registration for the new school year will be accepted.**

Payment can be made by way of cash (exact change only) or cheque. **Cheque is to be made on the first of each month payable to Shaughnessy Park School.**

Late payments or returned cheques:

1. Parents/guardians will receive a letter letting them know that payment has been missed and will be required within **one calendar week**.
2. After one calendar week, if the balance hasn't been paid, another letter will be sent to the parent/guardian stating that the payment is due **immediately**.
3. If the balance still isn't paid after 10 days, a final letter will be sent indicating that the child has been removed from the lunch program. They may return to the lunch program once all outstanding fees have been paid. Failure to do so will result in the loss of your child's space in the program.

Fees: \$30.00 per month. Receipts will be issued when the payment is made each month. At this time there will be no part time or drop in options.

If you have any questions or concerns, please contact the school at 204-586-8376.

SHAUGHNESSY PARK SCHOOL LUNCH PROGRAM  
REGISTRATION FORM

Name of child(ren)	Age	Grade	Room
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of parent(s)/guardian(s):

Father: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mother: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Address: \_\_\_\_\_

In case of emergency and the parent/guardian can't be reached please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Special instructions for my child: Please list any allergies/health concerns:

\_\_\_\_\_

\_\_\_\_\_

My child(ren) will attend:  Monthly – (\$30.00/a month)

Note: Lunch program privileges maybe terminated due to non-compliance of child's code of behaviour or non-payment of fees. As a parent in the lunch program, I release the lunch program and its employee from any liabilities regarding loss of property and/or physical injury.

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

SHAUGHNESSY PARK SCHOOL  
LUNCH PROGRAM

CHILD'S CONTRACT-CODE OF BEHAVIOR

1. I will show respect and courtesy to the staff and to the other children
2. I will respect school property.
3. I will eat in one place and help clean up my place when I am done.
4. I understand that behaviour such as running, yelling, hitting, food throwing, swearing and bad language is unacceptable to everyone.

Note: We use a three step system of:

1. Verbal Warning
2. Phone Call Home
3. Letter of Warning sent home.

If behavior continues, the student will be removed from the Lunch Program.

Signed:

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent(s)/Guardian(s) signature

\_\_\_\_\_  
Date