



STANLEY KNOWLES

PARENT LUNCH PROGRAM

2424 KING EDWARD STREET WINNIPEG, MANITOBA, R2R 2R2
TEL: 204.694.0483 - FAX: 204.694.7509



ASPIRE - INSPIRE

EMAIL: ESKSLUNCHPROGRAM@GMAIL.COM

ASPIRE - INSPIRE

Lunch Program Information 2023 - 2024

École Stanley Knowles Parent Council recognizes that the safety and well-being of all students over the lunch hour is of the utmost importance. **Our objective for the lunch program is to provide a safe and pleasant school environment for the children staying for lunch.**

Over the past years, over 600 students have been staying for lunch on a regular basis. The number of students registered for the lunch program determines the number of supervisors. In order that we may provide the opportunity for all students to stay regularly for lunch, the program is a user pay program as is the case in most other metro school divisions. The Parent Run Lunch Program is a non-profit organization. The lunch program fees pay the wages of the adult lunch supervisors who provide the supervision in the classrooms and on the playground.

We encourage all students to be registered so that the lunch program is available to you when you need it. Students may be enrolled full time or use the drop-in option on a casual basis.

We are a Peanut and Nut Aware School. This means there are students who have Life-Threatening Allergies and we take precautions to ensure their safety.

Families/students who choose NOT to participate in the lunch program:

- Students must leave the school building, and school grounds, following the dismissal bell at 11:45 am and return no sooner than 12:40 pm. There is no supervision provided for students who are not part of the Lunch Program.

Lunch program Rules and Expectations:

- Students must bring their own non-microwaveable lunches, dispose of garbage appropriately and clean their own messes.
- Students should remain seated in their assigned seats and use calm, indoor voices, and follow all the instructions of the lunchroom supervisor. They are expected to raise their hands if they need assistance from the supervisor.
- Students must remain in the supervised areas for the entire lunch hour.
- Students are not allowed to trade or share lunches, and must bring in their own utensils.
- Students must check in with their lunch supervisors when going to lunch time school activities
- Parents/guardians must notify the lunch program if a student will be absent for any reason (please send a written note in advance) or they will not be excused from the Lunch Program. Phone calls regarding absences will be made once a week.
- Lunch Program supervisors take responsibility for all aspects of the lunch hour supervision. In case of an emergency, our Lunch Program Coordinator (or designate), will call the family.
- This is a PBIS School, which means the students are expected to be respectful, be responsible and be safe at all times. Students who do not cooperate fully with the supervisors may be suspended from the Lunch Program and families will be responsible for making other arrangements. Parents/Guardians will be notified and involved with any disciplinary action.
- Outdoor Activities:
 - Elementary Students - Ensure your child is properly dressed for the weather conditions. During the colder months, students only remain indoors when the temperature with windchill reaches -25 degrees or more.
 - Junior High Students - During the colder months (typically November to March) students will stay indoors as many are not properly dressed for the weather conditions.



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2023-2024 Fees and Payment Information

Registration & Payment Options:

1. Mail in the application form with your payment (cheques or e-transfer ONLY, DO NOT send cash in the mail).
2. Drop off the application form in advance to the front office during school hours with your payment.
3. Apply in person on the registration dates: **May 17th & May 25th, 2023 - 3:00 pm to 6:00 pm**
August 21st to August 25th, 2023 - 10:00 am to 12:00 pm

* **PAYMENT IN FULL MUST BE RECEIVED IN ORDER FOR REGISTRATIONS TO BE ACCEPTED (ie: paid in full, or ALL postdated cheques included with the registration form).**

* Please note, all LATE REGISTRATIONS (after August 25th, 2023) will be charged a late fee of \$10.00

| <u>COST PER STUDENT</u> | FULL Payment Due upon registration | HALF Payments 2 nd payment due February 15 th | MONTHLY Payments Due the 15 th of each month | DAILY Drop-In |
|-------------------------|--|---|---|----------------------|
| Full Year | \$280.00 | \$140.00 ea | \$28.00 ea | n/a |
| Drop-In * | n/a | n/a | n/a | \$4.00 |
| Payable Via: | e-Transfer, Cash or Cheque | Cash (1 st payment only) & Cheque or All Cheques | Cash (1 st payment only) & Cheques or All Cheques | Cash Only |

Cheques: Make payable to Stanley Knowles Parent Lunch Program (SKPLP)

e-Transfer: Make payable to eskslunchprogram@gmail.com (for FULL payments only)

* **Please contact the Lunch Program to confirm availability of drop-in spaces beforehand.**

Arrears & NSF:

Missed payments, or accounts falling into arrears can be a problem, and may in fact jeopardize our program. Should a family have an **account in arrears, they will be denied the use of the lunch program** until all outstanding bills are paid.

- A **\$20.00 fee** will be charged for each/all NSF cheques.
- After **two (2) NSF cheques**, the total amount owing for the remainder of the school year must be **paid in CASH** if the family wishes to remain in the Lunch Program.

In very rare circumstances, special arrangements may be explored on a case to case basis and will be decided by the Lunch Program Coordinator, in cooperation with the Parent Council Chair and the school Principal.

Refunds:

Refunds will be issued when students withdraw, or for an extended absence effective the first day of the following month. No refunds will be issued for partial months, or after the first day of the month (regardless of extended absences or withdrawal from the program) as the staffing will already have been established for that month. The Lunch Program must be notified of all withdrawals by email at least 5 business days prior to their last day or they will be charged for the remainder of the month.

Income Tax Receipts:

Tax Receipts will be issued in February for fees paid during the prior calendar year (January to June of the previous school year plus September to December of the current school year). All fees paid will be listed. If you need another separate Tax Receipt, we will gladly issue you one at a cost of \$20.

Thank You from the ÉSKS Parent Council Lunch Program



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LUNCH PROGRAM APPLICATION FORM 2023 - 2024

| STUDENT INFORMATION (Please fill out 1 form for each student) | | | | |
|---|------------------|--|-------------|---|
| First & Last Name (& Any Names Known By) | Grade (23-24) | Medical Number 6 Digit 9 Digit | | Bus (Y/N) Attended 2022-2023 |
| Home Address | City | Province | Postal Code | |

| PARENT/GUARDIAN INFORMATION | | | |
|---|-------------------------|--------------|------------------|
| CONTACT 1: First & Last Name | Relationship to Student | | Lives With (Y/N) |
| Email Address | Home Phone # | Cell Phone # | Work Phone # |
| CONTACT 2: First & Last Name | Relationship to Student | | Lives With (Y/N) |
| Email Address | Home Phone # | Cell Phone # | Work Phone # |
| CONTACT 3: First & Last Name | Relationship to Student | | Lives With (Y/N) |
| Email Address | Home Phone # | Cell Phone # | Work Phone # |
| EMERGENCY CONTACT: First & Last Name | Relationship to Student | | Phone # |

ADDITIONAL INFORMATION: (i.e. Allergies, Medication, etc.)

- As a parent/guardian of child/children involved in Elementary Lunch Program, I release the Elementary Lunch Program, its governing body, and its employees from any liability regarding loss of property.
- Upon completion of this form, I request placement of my child in the Stanley Knowles Lunch Program.
- I understand all the rules, guidelines & PBIS expectations set forth by the program.
- I have reviewed the Elementary Lunch Program Guidelines and Rules with my child/children. I understand if they are not followed, the privilege of my child/children attending this program will be reviewed.

Signature of Parent/Guardian

The information in this application is collected under the governing rules of PHIA and FIPPA legislation.

- I have reviewed the Elementary Lunch Program Guidelines and Rules. I understand if I do not follow them, my privilege of attending this program may be reviewed.

Signature of Student

| | | | | | | | | | |
|--|---------|-------------------------|---------|---------|--|---------|------------------------------|---------|---------|
| PAYMENT TYPE: <input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Monthly | | | | | PAYMENT METHOD (check all that apply): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> e-Transfer | | | | |
| FOR OFFICE USE ONLY: | | Date Processed: / / | | | Total Rec'd: \$ | | # of Cheque(s) Rec'd: | | |
| Sep ch# | Oct ch# | Nov ch# | Dec ch# | Jan ch# | Feb ch# | Mar ch# | Apr ch# | May ch# | Jun ch# |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Cash Rec'd: \$ | | Cash Rec'd On: / / | | | e-Transfer Rec'd: \$ | | e-Transfer Rec'd On: / / | | |
| Cash Rec'd: \$ | | Cash Rec'd On: / / | | | e-Transfer Rec'd: \$ | | e-Transfer Rec'd On: / / | | |