



ÉCOLE LUXTON LUNCH PROGRAM

Dear Parent/Caregiver(s):

We are now accepting registrations for the Lunch Program.

Important Update: Due to Lunch Supervisor shortages, September's 2023 lunch program capacity will be reduced. We're actively filling vacancies and urge parents/caregivers to volunteer as Lunch Supervisors to accommodate all students. Please note, Lunch Supervisors receive an honorarium. We are also asking parents who attend Mary Kardash Daycare full-time to utilize their daycare lunch spot, which will help free up space for parents who do not have alternatives for lunch supervision. Thank you for your patience and cooperation as we prioritize student well-being.

Registration forms for the Lunch Program will be provided to all students. So please complete these forms below and return them to the school office immediately. **A new form must be submitted each year for each child.** Children without completed registration forms cannot attend the program, as this information is needed for your child's safety. Please note we require **reliable** contact information. Due to limited spaces, Parents/Caregivers will be notified about availability as spaces are filled, and a waiting list will be established.

All children with accounts paid in full (from any previous year) will be accepted. If you have an outstanding balance in your child's account, it **must** be paid in full before your child can re-enter the program.

Monthly statements will be sent home at the beginning of every month, and payment is due at the end of the first week. Failure to pay on time will result in your child being temporarily removed from the Lunch Program. This means they will not be allowed on the school premises during lunch from **11:45 AM to 12:40 PM**. When payments begin to be handed in, they will be welcomed back.

Milk money must be paid **separately** from daily attendance fees daily or in advance. **Please do not combine these two payments.** If payment for milk is made in advance, please remind your child to take milk daily.

We look forward to seeing the students and anticipate a wonderful school year ahead!

Sincerely,

École Luxton School
Lunch Program
Phone: 204-589-4368

École Luxton Lunch Program Guidelines

The École Luxton Lunch Program is a not-for-profit Parent Advisory Council initiative, with fees going entirely to cover daily expenses and honorarium for Lunch Supervisors.

Payment Increase for School Year 2023-2024

- The current fee is \$25 and will increase to \$28 per child monthly for full-time use (\$23 new fee for December, January and March). Families with 3 or more children enrolled full-time in the lunch program will be charged a new fee of \$23 per child.
- All fees must be paid the first week of the month. Failure to pay on time will result in your child being suspended from the Lunch Program or removed. This means that they will not be allowed on the school premises during lunch from 11:45 AM to 12:40 PM. When payments begin to be handed in, they will be welcomed back. Please make it a priority to keep your account up to date.
- Payments can be made by cash or cheque (made payable to École Luxton Lunch Program). Monthly Post-dated cheques are highly encouraged to simplify record-keeping for parents and the program.
- Payments can be handed to the Lunch Program Coordinator at lunchtime or deposited in the Lunch Program drop box in the school office.
- A \$35 fee for non-sufficient funds (NFS) cheques will be charged.

Lunch Guidelines

- Make every effort to send a nutritious, non-heatable lunch.
- A 250 ml carton of 2% white milk (chocolate milk on Fridays) may be purchased for 25 cents, as the Winnipeg School Division subsidizes the milk costs.
- Be sure to send any necessary cutlery with your child.
- Write your child's name on all lunch kits, dishes, etc.
- Remember that we are a nut-free school, so please check labels of prepackaged food and snacks before sending them to your child. We appreciate your attention to this matter, as this is an important safety issue.

Program Guidelines

- The Lunch Program is open on all school days except for school-wide half days.
- Supervision is provided by Lunch Program Staff from 11:45 AM to 12:40 PM. The children remain in the lunchroom until 12:15 PM, when they are dismissed to play outside (weather permitting). Please make sure your child is dressed appropriately. If your child is not well enough to go out, your child is likely not well enough to attend the program or school for that day.
- Please keep in mind that our student-to-adult ratio is 20:1; therefore, if your child requires extra attention, this Lunch Program may not be suitable.
- All school protocols will be followed if an accident occurs, and parents will be notified promptly.
- If medication is required for your child, it must be taken to the school office by a responsible adult. It will be administered under the Winnipeg School Division Policy.
- Appropriate behaviour is expected of all children attending the Lunch Program. The parents will be contacted in case of a behaviour problem, and a verbal warning will be issued. Further misbehaviour could result in short-term or permanent loss of Lunch Program use.
- Children may not leave the school grounds during lunch unless a parent sends a permission note for the day they wish to go.

Please review these guidelines with your child to ensure they understand them. Any questions or messages for the Lunch Program can be left with the school office at 204-589-4368.

LUXTON LUNCH PROGRAM REGISTRATION FORM AND AGREEMENT

DATE: _____

1. STUDENT'S NAME: _____

ROOM: _____ GRADE: _____

Please list any health concerns we should know about: _____

2. STUDENT'S NAME: _____

ROOM: _____ GRADE: _____

Please list any health concerns we should know about: _____

3. STUDENT'S NAME: _____

ROOM: _____ GRADE: _____

Please list any health concerns we should know about: _____

PARENT/GUARDIAN'S NAME(S): _____

ADDRESS: _____

HOME TELEPHONE: _____ CELL: _____

WORK TELEPHONE: Mother: _____ Father: _____

Please indicate your program needs (X): Full-time [] Casual []

Is your child also registered in daycare lunch program (X): Yes [] No []

Please note that Lunch Program staff will have access to all medical information held in the office at Luxton School.

Name(s) and room(s) of sibling(s) not in Lunch Program: _____

All receipts will be issued in January. If a monthly receipt is required, a request must be made to the Lunch Program Coordinator. There will be a \$7.00 fee for re-issuing lost receipts.

I have read the program guidelines and agree to abide by them. I have discussed these guidelines with my child. I understand that the Lunch Program fee is \$28/month for full-time use (\$23/month for December, January and March), payable daily or in advance. Cheques will be made payable to ÉCOLE LUXTON LUNCH PROGRAM. I realize I will lose the use of the Lunch Program if my fee payments are not current or if my child cannot cooperate with the program's guidelines. Confidentiality of all my information will be strictly maintained.

I have shared with École Luxton School all pertinent medical information.

Signature of Parent/Caregiver: _____
(June 2023- June 2024)