



ÉCOLE SIR WILLIAM OSLER PARENT ADVISORY COUNCIL

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Phone: 204-488-3569 Fax: 204-488-1441

Chair: Caitlin Buchel
Vice-Chair: Avery Jodoin

École Sir William Osler Lunch Program 2023-2024 School Year

Dear Parents/Guardians:

Attached is the 2023-2024 École Sir William Osler Lunch Program (SWOLP) information package and registration form. As it is new, please take the time to read through it.

In order for your child to be part of the SWOLP, you must hand in:

- The completed registration form.
 - If medical information access is denied or omitted, registration is not complete.
- Payment (either full, or first) by:
 - Cash
 - Cheque
 - Money Order

If one of these items is not received, your child is not part of the SWOLP.

All outstanding family fees must be paid in full prior to re-registration.

Thank you in advance for your continued cooperation.

Sincerely,

Karen Irving
École Sir William Osler Lunch Program Coordinator

If you have any questions or concerns, please do not hesitate to contact the SWOLP Coordinator by emailing swolunchsupervisor@gmail.com or by leaving a message with the office at 204-488-3569, and your call will be returned.

GENERAL INFORMATION AND TERMS OF REGISTRATION *(please keep for reference)*

Participation in the SWOLP is a **privilege** that is dependent on the student's cooperative behaviour and payment for the childcare services provided.

The program operates from the first school day in September to the last day in June.

- All students attending École Sir William Osler (SWO) in grades 1-6 are eligible for registration.
- The SWOLP aims to maintain a staff ratio of 1:25 with a coordinator in charge of daily activities.
- The SWO Parent Advisory Council (PAC) will require a criminal and child abuse registry check for all SWOLP staff.
- The SWOLP's fees are used to cover staff salaries and purchase supplies. Supplies include lunch tables, and playground supplies (i.e.: physical education equipment used at lunch recess).

Please inform the SWOLP **immediately** of any changes to the registration/medical information submitted with registration.

Absences of any kind must be reported to the SWOLP Coordinator **prior to the absence**. This can be done by:

- Calling the school and leaving a message.
- Placing an addressed note in the mailbox in the school office.
- Emailing at swolunchsupervisor@gmail.com.

Only those persons listed on the registration form, with appropriate identification, will be allowed to sign a student out of the program.

- An authorizing note or phone call from a custodial parent/guardian will be required before a student is released.

It is recommended that your child(ren) have insurance coverage (Student Accident, Blue Cross or private).

- In the unlikely event of an accident requiring an ambulance, one will be called and you will be billed for the service.

All students will be required to go outdoors for 30 minutes.

- In winter, the wind chill is monitored and students remain inside when the temperature is -28°C with the wind chill or colder.
- **Children too sick to be outdoors should be cared for at home.**

Nutritious lunches and beverages are to be supplied by the home.

- **Milk is not supplied by the SWOLP but is available for purchase through the milk program registration.**
- **Refrigeration** and **cutlery** are **NOT** provided.
- **Microwave** heating is **NOT** provided. Warm food will have to be heated at home and sent in a thermos or thermal container.
- Health regulations state that the lunch staff cannot directly touch any food. Therefore lunches must be sent in a **labeled** container.

The SWOLP supports the school's peanut awareness policy.

- **DO NOT** send snacks and foods containing peanut and/or nut products.
 - If your child comes to school with nuts/nut products, a letter will be sent home, along with your child's lunch, and the child will be given an alternate lunch.
 - **A fee of \$10.00 will be charged on the second offence, and any subsequent offences.**

Please speak to your child(ren) about the importance of NOT trading lunches to reduce the possibility of allergic reactions.

The SWOLP Coordinator is available to address any and all concerns/comments you may have. They can be contacted by:

- Leaving a message at the school.
- Sending a note in a sealed envelope addressed to the attention of the Sir William Osler Lunch Program Coordinator or
- Emailing at swolunchsupervisor@gmail.com.

CODE OF CONDUCT

In order to participate in the SWOLP, students are expected to create a safe environment and treat all students and staff with respect.

It is the duty of the SWOLP Coordinator to attend to behaviour and discipline issues that may occur during the lunch hour. In the event that a conflict requires further attention, the SWO PAC Chairperson will be included in the discussion. The SWOLP Coordinator and the SWO PAC Chairperson may consult with the SWO school administration on matters involving student safety.

SWOLP Behaviour Expectations

Students and parents/guardians must read the SWOLP Behaviour Expectations and **SIGN THE REGISTRATION FORM** to signify their understanding of what is expected of the child.

- **Show courtesy and respect** to students and the SWOLP staff.
 - Keep your hands and feet to yourself at all times.
- **Listen to and cooperate with** the SWOLP staff at all times.
- **Any unsafe or disrespectful behaviour is not allowed**, such as:
 - Disrespecting any adults.
 - Physical violence of any sort.
 - Offensive language.
 - Rough play.
 - Throwing or kicking gravel or snowballs.
- **Report to your lunch area promptly** once dismissed by your teacher.
- **Good table manners are expected.**
 - Sitting down properly.
 - Remaining seated.
 - Children will move to another seat if asked to by our staff.

- **Respect rules on attire.**
 - Keep your shoes/boots on at all times for health and fire safety reasons.

Parents: Please ensure that your child(ren) are dressed in clothing appropriate for the weather conditions EVERY DAY.

- **For safety reasons, you must:**
 - **Obtain permission before going inside the school** to go to the washroom.
 - Ask a staff member to get any recess equipment which may have gone over the fence.
- **When the bell rings, line up immediately** at your designated area and wait to be allowed to go inside.

BEHAVIOUR MANAGEMENT POLICY

In the event that there is a behaviour concern with a student, a notice will be sent home and the parent/guardian may receive a phone call from the SWOLP Coordinator.

- Parents/guardians are asked to discuss the behaviour problem, review the Behaviour Expectations outlined above with the student and assist the SWOLP by reinforcing the expectations.

In order for the student to resume full participation in the SWOLP, the notice must be signed and returned to the SWOLP Coordinator on the next day that the child attends the SWOLP.

- If the notice is not signed and returned, the child will be kept indoors for the outdoor recess portion of the lunch break.

Copies of all notices will be made and kept on file by the SWOLP Coordinator.

The SWOLP Coordinator may suspend a student from the SWOLP due to severe or repeated misconduct. The parents/guardians will be notified immediately.

- A suspension requires the parent/guardian to take their child **off school grounds** from 11:30 a.m. until 12:25 p.m.
 - Alternate lunch arrangements due to suspensions are the responsibility of the parent/guardian (from 11:30 a.m. through 12:25 p.m.) **DO NOT** contact the school regarding alternate arrangements.
- All suspensions will be situation dependent, varying in length according to the severity of a misbehaviour or intent to injure. A meeting may be required involving the child, parent/guardian, SWOLP Coordinator, and PAC Chairperson. The SWOLP Coordinator and the SWO PAC Chairperson may consult with SWO administration on matters involving student safety.

A child who receives 3 misconduct notices will have SWOLP privileges suspended for 1 lunch. If a 4th notice is given, the possibility exists for up to a 5 day suspension from the SWOLP. Continued misbehaviour will result in a suspension from the SWOLP for the remainder of the school year.

ENROLLMENT INFORMATION

Any student entering SWOLP after the beginning of the year will be charged a prorated fee.

No refunds or credit will be given for times when a child is ill, on vacation, on a field trip or off school for inservices. There is also no refund if a child is suspended from the lunch program for 2-5 days as per the Behaviour Management Policy.

Pre-payment is required. However, it is our aim to work with parents on any payment issues, so please direct any concerns you may have to the SWOLP Treasurer Amy Campbell by email at swolunchprogram@gmail.com.

LATE PAYMENT POLICY

In the event of late payment, the SWOLP Treasurer will implement the following policy:

- The parent/guardian will received a reminder note/email, including notice that a Late Payment fee of \$10.00 will be charged. Please indicate that late payment fee is included when paying the balance.
- Payment and late fee will be required within 5 school days from receiving the note/email for the child(ren) to remain a part of the SWOLP.
- At 5 school days past due, if the SWOLP Treasurer has not received a response to the initial contact, it will be viewed as a parental decision to no longer use the services of the SWOLP.
 - This means that the parent/guardian will be responsible for their child(ren) from 11:30 a.m. to 12:25 p.m. and will need to make alternate arrangements for lunch hours until payment is received by the SWOLP Treasurer.
- Should the parent/guardian wish, their child(ren) may participate in the SWOLP again (either within the same year, or in subsequent years) by paying all outstanding fees in full.

NSF POLICY

In the event of an NSF cheque, the SWOLP Treasurer will implement the following policy:

- The parent/guardian will receive a note/email alerting them to the NSF cheque, including notice that a NSF service charge of \$20.00 will be applied. Please indicate that the NSF fee is included when making the repayment.
- Repayment and the NSF fee will be required within 5 school days from receiving the note/email for the child(ren) to remain a part of the SWOLP.
- At 5 school days past due, if the SWOLP Treasurer has not received a response to the initial contact, it will be viewed as a parental decision to no longer use the services of the SWOLP.
 - This means that the parent/guardian will be responsible for their child(ren) from 11:30 a.m. to 12:25 p.m. and will need to make alternate arrangements for lunch hours until payment is received by the SWOLP Treasurer.
- Should the parent/guardian wish, their child(ren) may participate in the SWOLP again (either within the same year, or in subsequent years) by paying all outstanding fees in full.
- In the event that there are 2 NSF cheques within the same school year, the parent/guardian will be notified that cheques will no longer be accepted and they will be required to fulfill the payment owed in cash.

2023-2024 Lunch Program Registration Form

This information is collected solely for the purposes of the SWOLP and will not be distributed for any other purpose.

STUDENT INFORMATION

Name: _____ Room #: _____

Birthdate: _____ Gender: Male Female

Address: _____ Postal Code: _____

Manitoba Health #: _____
 6-Digit Number 9-Digit Number

PARENT/GUARDIAN INFORMATION

Parent/Guardian's Full Name: _____

Address (If different from students): _____

Home #: _____ Work #: _____ Ext.: _____

Cell #: _____ Email: _____

Parent/Guardian's Full Name: _____

Address (If different from students): _____

Home #: _____ Work #: _____ Ext.: _____

Cell #: _____ Email: _____

If you have a custody agreement, please check off who the custodial parent is:

Joint Mother Father Guardian

MEDICAL INFORMATION

My child has the following medical concerns:

Allergies to: _____

Epi-Pen: Yes No

If yes, where is Epi-Pen kept: _____

Asthma

Inhaler: Yes No

If yes, where is inhaler kept: _____

Other: _____

Parent/Guardian Signature: _____ Date: _____

EMERGENCY CONTACT INFORMATION

Full Name: _____

Relationship to Student: _____ Home #: _____

Work #: _____ Ext.: _____ Cell #: _____

Full Name: _____

Relationship to Student: _____ Home #: _____

Work #: _____ Ext.: _____ Cell #: _____

PICK UP INFORMATION

Is your child allowed to leave the school during the lunch hour with an adult? Yes No

If yes, by whom?

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Leaving for Lunch?

If your child will not be attending the SWOLP (other than for illness) or will be going to another student's home for lunch you must report this to the SWOLP Coordinator; in person by note (a note can be left in the Lunch Program mail slot in the office) or by phone.

STUDENT AND PARENT/GUARDIAN AGREEMENT

I have read the attached SWOLP Behaviour Management Policy/Code of Conduct and I understand my responsibilities.

Student Signature: _____ Date: _____

I/We have read the attached Behaviour Management Policy/Code of Conduct and understand my/our responsibilities.

Parent/Guardian Signature: _____ Date: _____

FEE INFORMATION

PAYMENT OPTIONS (please check one):

OPTION A

Payment in full: \$260.00

- Due by September 8, 2023.

Choose method of payment:

Cash

Cheque

Money Order

OPTION B

Two equal payments totaling \$260.00

- First payment of \$130.00 due September 8, 2023.
- Second payment of \$130.00 due by September 8, 2023 (postdated for February 1, 2024) MUST accompany registration form.

Choose method of payment:

Cash

Cheque

Money Order

Milk is not included in the Lunch Program. Please complete the Milk Program registration to receive. Lunch Program fees and Milk Program fees can be combined.

Please make cheques payable to Sir William Osler Lunch Program.

You will receive a receipt for each payment received. Please keep these if you intend to use them for income tax purposes as **no others will be issued.**

Registration forms received incomplete or not accompanied by payment will be returned and your child will not be registered in the program until we receive it in its completed state with payment.

I understand that the use of the Lunch Program is a privilege and that my child may lose the use of the Lunch Program if my fees are in arrears or if my child does not cooperate with the guidelines of the program. I have discussed this with my child and I agree with these conditions.

Parent/Guardian Signature: _____

Date: _____

PLEASE RETURN PAGES 6-8 COMPLETED AND SIGNED WITH PAYMENT.

ÉCOLE SIR WILLIAM OSLER MILK PROGRAM

MILK ORDER: Students will receive a 250 mL white milk on Monday, Tuesday, Thursday & Friday, and a 250 mL chocolate milk on Wednesday.

Student Name: _____

Grade in 2023-2024: _____

- Payment Type:
- Annually: 1 payment of \$50.00
Payment due by September 8, 2023.
- Semi-annually: 2 payments of \$25.00
Both payments due by September 8, 2023.
Second payment postdated for February 1, 2024.
- Chocolate Milk Only: 1 payment of \$10.00
Payment due by September 8, 2023.

Cheques payable to École Sir William Osler Lunch Program.

