

Keewatin Prairie Community School Lunch Program Information Sheet

The Keewatin Prairie Community School Lunch Program is a non-profit service run by the Keewatin Prairie Community School Parent Council. The lunch program provides supervision in the school for a limited number of children in grades one to six who cannot reasonably return home at lunch. During the lunch hour, students registered in the lunch program will eat in their assigned lunch room with adult supervisors hired by the lunch program under the guidance of the parent council. The lunch program is run in accordance with Winnipeg School Division policies. Please read the following information, and review the rules with your child before they come to lunch program. Keep this sheet for future reference.

1. The lunch program registration fee for full-time enrollment is \$25.00 per month for the first child and \$20.00 per month for each additional child from the same family.
2. If space permits, we offer drop-in supervision. The drop-in fee is \$2.00 per child per day, which is due the day of attendance.
3. The lunch program does not provide lunches or eating utensils. Should an emergency lunch be provided to your child, you may be charged a fee. Do not send lunches containing peanuts/nuts, hazelnut spread, or seafood/fish due to allergies in the school.
4. Please refrain from sending or using scented products as our school does its best to provide a scent-free environment.
5. Microwaves are currently unavailable. Please send lunches that do not need to be heated.
6. The first month's fee is due at the time of registration. All other monthly fees are due on the 21st of each month, prior to the month you are paying, or the following school day if the 21st falls on a weekend, during a school vacation, or on an in-service day. Please refer to the fee schedule for exact dates. Failure to pay fees before the 1st of the month could result in suspension or expulsion from the lunch program. A \$25.00 fee will be charged for each declined cheque (i.e. non-sufficient funds). If there is a problem paying your fees by the due date, please contact the lunch program to make payment arrangements. Families with outstanding balances will not be able to enroll their children in the lunch program the following school year until the balance is paid in full. Any amount paid in excess of your current monthly fee will be credited to the next month's fees unless you ask for change to be sent home.
7. Fees may be paid with cash or cheques made payable to "Keewatin Prairie Community School Lunch Program." Fees should be placed in the lunch program deposit box located in the school office, and you or your child must record the payment on the payment login sheet at the time payment is made. Payments must be in a sealed envelope or plastic baggie labeled "Lunch Program" along with your child's name, classroom, amount enclosed, and date (envelopes and baggies will not be available in the office).
8. Receipts will be issued on the 1st of every month or the next school day, provided your monthly fee was made by the due date. Receipts for late payments received after the last day of the month will be held until the following month when receipts are distributed. Please check your child's bag for receipts, and

keep them in a safe place. Receipts will not be reissued for tax purposes. Lunch program receipts cannot be issued by school clerks.

9. Lunch program registration will be on a first-come, first-serve basis. When the lunch program is filled to capacity, you will be placed on a wait list, and you will be contacted as space becomes available.
10. While attending the lunch program, students must abide by Keewatin Prairie Community School's Code of Conduct and the Lunch Program Rules & Regulations, which can be found on the last page of this document. Please review both sets of rules with your child. These rules are in place to protect your child and ensure the safety of the other students in the lunch program. Repeated misconduct will not be tolerated, and could result in a disciplinary action, suspension, or expulsion from the lunch program.
11. If a child is suspended or expelled from the lunch program, it is the parent/guardian's responsibility to find alternate lunchtime supervision for that child. They will not be able to remain in the school.
12. Please keep the lunch program informed of any absences or school club/activity that your child may participate in during the school year. This will help us keep accurate attendance records to ensure your child is being supervised during the lunch hour. **Your child will not be able to leave the lunch program without proper parental consent.** Please notify the lunch program by phone, email or letter as to whom will be picking up your child and when, or that they have permission to go to a classmate's house for lunch. **If you must pick up your child during the lunch hour, please report to the office and sign your child out following school sign-out procedures.**

If you have any questions regarding the lunch program, please leave a message with the school office at 204-783-9012, and the lunch program coordinator will contact you as soon as possible. Lunch program staff are not Winnipeg School Division employees, and calls may be returned outside school hours. School office staff may not be able to provide assistance with lunch program matters.

Thank you for your cooperation and support! By working together, we can ensure your child has a successful year in the lunch program!

Lunch Program Fee Schedule 2022-23			
Month	Due Date	Amount Due	Notes to Self
September	Day of registration		
October	September 21, 2022		
November	October 24, 2022		
December	November 21, 2022		
January	December 21, 2022		
February	January 23, 2023		
March	February 21, 2023		
April	March 21, 2023		
May	April 21, 2023		
June	May 23, 2023		

Keewatin Prairie Community School Lunch Program Rules and Regulations

1. Quiet down and listen to the supervisors when they are trying to speak.
2. Talk quietly; no yelling.
3. Stay in your assigned room and seat until you are dismissed; no running.
4. Respect lunch program and school property, and respect the property and rights of other people.
5. No abusive or foul language.
6. No hitting, kicking, or pushing; keep body to self.
7. Inappropriate behavior will result in the following disciplinary actions depending on the severity of the incidence:
 - a. A letter home
 - b. 1-2 day suspension
 - c. Minimum 1 week suspension
 - d. Expulsion
8. Clean up your area before going outside and remember to throw your garbage in the garbage can.
9. Weather permitting, you are required to go outside with supervision and line up at the appropriate bell. No one is allowed in the school without permission from lunch program staff. Winnipeg School Division's cold weather guidelines will be followed.
10. No one is allowed to leave school grounds for any reason.