

PARENT COPY KEEP FOR REFERENCE

LAURA SECORD LUNCH PROGRAM

REGISTRATION INFORMATION

2023-2024

This is a new registration package for you and your child/children to review, fill out and sign.

- Review the Lunch Program Rules, Behaviour Management Plan and Anti-Bullying Policy with your child(ren)
- **Fill out, sign and return the Registration Form, Information Consent Form and Behaviour Contract**
- Payment must accompany completed registration form. Please see Payment options on pg.7 of return form
- Submission of an incomplete registration will not guarantee your child/children's place within the program

Keep Lunch Program Rules for future reference.

If you are currently paying by **Automatic Withdrawal** and your information will remain the same for September 2023, please indicate **"SAME"**, on the registration form (note options for withdrawal dates on the Fee Information Page). Your Automatic Withdrawals will start in September 2023. If changes need to be made throughout the year, inform lunch program immediately as it takes 30 days to process changes. If you would like to start paying by monthly Automatic Withdrawal, please send in a **"VOID"** cheque or an automatic withdrawal slip provided by your bank with your completed registration form.

If for any reason your contact information changes throughout the school year it is your responsibility to update the Lunch Program with your new information.

If you have any questions please email Pam at garychukpamela@gmail.com

École Laura Secord School- Parent Lunch Program

960 Wolseley Avenue, Winnipeg, MB

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Introduction to the Lunch Program

Please read all attached sheets.

Read and sign the Behaviour Contract with your child/children and return it to school as soon as possible. Keep the Behaviour Management Plan, Anti-Bullying Policy and High Five rules conveniently located so that you may refer to them when needed.

Expectations

Payments are due on a monthly basis. If payment is not received, is late or NSF, you will be responsible for making alternative arrangements for your child during the lunch hour. Late fees will need to be paid in cash before your child is allowed to return to the program.

Lunchtime facilities and supervision are provided for your child. You agree that your child must cooperate with the adults in charge of the program. If your child does not behave in an acceptable manner, he/she may lose the privilege of remaining in the program.

A lunch must be sent every day

Please send a fork or spoon if required for your student. Single use plastics are being phased out we cannot continue to supply students with plastic utensils. Please send a water bottle with your child daily as they will use it throughout the day.

Dress your child for the weather. We go outside for lunch recess year round. Physical activity is important and more enjoyable when dressed properly.

Allergy Alert

We have children with deadly allergies to peanuts and fish and we urge you not to send any products containing nuts or fish. Read all labels.

Anti-Bullying Policy

Please note that a new policy has been developed and we urge all parents and students to read and be aware of this new policy. You can view it on the Laura Secord School Website and is included in this package.

If your child is not in the Lunch Program or is withdrawn any time during the year they are not allowed on the structure, field or hard top during lunch recess.

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Program Rules

- ❖ *I will show respect and courtesy to all staff/adults and other children, inside and outside the school building at all times.*
- ❖ *I will sit down properly at my eating area and use my indoor voice.*
- ❖ *I will clean up my lunch eating area, which includes; all of the garbage in my spot, under the table/desk where I sit and the surrounding area and outside on the playground area.*
- ❖ *I will raise my hand/or politely address a staff member when I have a request, question or concern.*
- ❖ *I will not scream or shout at any students or staff*
- ❖ *I will not RUN INDOORS at any time.*
- ❖ *I will not throw food, squirt drinks/water or grab other children's food.*
- ❖ *I will not share my food, due to allergy and health concerns.*
- ❖ *I will, when the lights are turned off, STOP TALKING AND BE READY TO LISTEN.*
- ❖ *I will respect and return any equipment that I may have borrowed during the lunch hour.*
- ❖ *I will not leave the school grounds without permission.*
- ❖ *I understand that BITING, SLAPPING, HITTING, FIGHTING OR KICKING and other forms of PHYSICAL AGGRESSION are not acceptable behaviour and that staff will intervene and can issue consequences.*
- ❖ *I understand that SWEARING, OFFENSIVE HAND/BODY GESTURES, SPITTING, TEASING are also considered unacceptable behaviour.*
- ❖ *I understand that the staff/adults at the lunch program are there to supervise me, help me with a problem and will be available to listen to any questions, concerns or suggestions.*
- ❖ *I understand that the staff/adults at the lunch program will also be able to issue a consequence, if needed, such as a time out for my unacceptable behaviour.*
- ❖ *I will follow the School Division Code of Conduct*

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Fees and Payment Options

LUNCH PROGRAM FEES - DUE ON A MONTHLY BASIS

1 student Full Time (3/days a week or more) \$40/mo \$400/year

2 students Full Time \$66/mo \$660/year

3 students Full time \$80/mo \$880/year

4 Students Full Time \$110/mo \$1100/year

PART TIME (2 days a week or less) \$23/mo \$230/year

PAYMENT OPTIONS

- Automatic Withdrawal - Void cheque needed with a date specified as per the following: 1st or 21st
- Cheque or Money Order made out to LSSPLP dated for the 1st or 21st
- E-transfers can be sent to LSLunchProgram@gmail.com (**Please put students name in the memo line**)
- If you have any questions regarding registration or payment options please email the Director at garychukpamela@gmail.com

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Behaviour Management Plan

Amended 2023

The mandate for the Laura Secord School Parent Lunch Program (LSSPLP) is to provide a safe and pleasant environment. In keeping with this mandate, the following steps or combination of steps (at the discretion of the Director) are used by Lunch Program to deal with behavioural concerns. Please be aware disciplinary steps (at the discretion of the Director) may begin at any step of the procedure/plan, depending on the severity/seriousness of the situation. If there are any concerns or questions with the lunch program, you must contact the Lunch Program Director or Assistant Director. You can leave a message at the school or email to the provided emails for the Director and Assistant Director.

1. Staff person speaks with/to child. A verbal reminder of the Lunch Program Rules is given and a discussion about appropriate behaviour expectations. This will give the child the opportunity to make an appropriate behaviour choice. All information from incidents will be passed onto the Director/Assistant Director. Warnings will be given. Consequences may be given at the time, such as a time out or sitting out for a portion of the lunch time.
2. If inappropriate behaviour continues, Staff will inform the Director/Assistant Director and a report prepared. The Director and/or the Assistant Director will then speak with the child and communicate with the parent(s)/guardians. This will inform them of the inappropriate behaviour and if/what consequences will be required.
3. In the communication with parent(s)/guardians, the expectation of improvement in the child's behaviour will be discussed and expectations will be outlined. Type of consequence will depend on the severity of the misconduct, the student's history of misconduct, etc.
4. Staff will report to the Director/Assistant Director of further incidents and parent(s)/guardians will be contacted and the process of consequences and possible suspension will be discussed. Communication with the parent(s) will be documented and filed.
5. Once a behaviour plan with parent(s)/guardians has been implemented and there has been no improvements or changes in regards to the child(s) behaviour, communication again will be made to the parent(s)/guardians and an if appropriate, a new adapted behaviour plan may be put in place and enforced. Possible suspension from the lunch program may be discussed.
6. Re-entry meeting with Director, Parent and Child will be held after suspension and prior to the child's return to the lunch program.
7. After parents have had discussion(s) with the Lunch Program Director and they have concerns regarding the consequences applied, the next step is to contact the Lunch Program Liaison on the Laura Secord Parent Advisory Council. The Lunch Program Liaison will bring the concern to the Executive of the Parent Advisory where a final decision will be made. The final decision rests with the Executive of the Laura Secord Parent Advisory Council, not with Laura Secord School or the Winnipeg School Division as per Winnipeg School Division policy.

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Suspensions may be given:

1. if a child leaves the school grounds during Lunch Program.
2. disrespects or does not listen to staff members.
3. if inappropriate behaviour continues after discussion with parent/guardian and a plan has been implemented.
4. if the Winnipeg School Division Code of Conduct or Lunch Program Rules are violated.

Suspensions may follow a schedule of:

- In school suspension, i.e. missing recess or lunch time activity and / or club
- 1-Day suspension
- 2-Day suspension
- 5-Day suspension
- suspension until the end of School year

The Lunch Program follows the Winnipeg School Division Code of Conduct.

Lunch Program Director

Pam Garychuk at garychukpamela@gmail.com

Lunch Program Assistant Director

Sarah Foers at sarah.laurasecordlunchprogram@gmail.com

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Laura Secord School Parent Lunch Program Anti-Bullying Policy

Laura Secord School Parent Lunch Program strives to create a safe, respectful and welcoming lunch environment where all students, employees, parents and visitors are free from bullying and intimidation. We recognize that bullying has a negative impact, and take it seriously. Students and parents should be assured that known incidents of bullying will be responded to and it will not be tolerated.

In this policy and in Lunch Program we will be addressing the behaviour of bullying and refrain from labeling children as a “bully” or “victim.” Students who are engaging in bullying need to learn different ways of behaving.

Objectives of this Policy

- That all staff, students and parents have an understanding of the definition bullying.
- That staff know lunch program policy on bullying and follow procedure when bullying is reported
- All students and parents know what the Lunch Program policy is on bullying and what they should do if it arises

Definition:

For the purposes of this policy, bullying is behaviour that is defined as a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is an imbalance of power. It includes:

- Verbal Bullying – name calling, teasing or insulting
- Emotional / Relationship Bullying – refusing to talk to someone, spreading lies or rumours about someone, excluding, making someone do something they don't want to
- Physical Bullying – hitting, kicking, or pushing someone (or even threatening to do so), stealing, hiding or ruining someone's belongings or making someone do something he or she doesn't want to

Bullying includes any behaviour that is unasked for and unwelcome. Bullying behaviours are ways one person can make another feel hurt, afraid, or uncomfortable.

Three critical conditions distinguish bullying from other forms of aggressive behaviour, including:

Power: Bullying involves a real or perceived power imbalance. Individuals who bully acquire their power through physical size or strength, development level or age, status within the peer group, through recruiting support of the peer group, and/or through numbers/group size involved.

Frequency: Bullying is characterized by frequent and repeated attacks.

Intent to Harm: Bullying is generally done with the intent to hurt the other person either emotionally or physically.

Bullying is any action which hurts another's body or feelings, is targeted, and repeated over and over. For example, if a student cuts in front of another child in line one day, this is a mistake but not bullying. If, however, a child cuts in front of the same child when the class lines up to go out for recess, when they are waiting to go to the gym, and while in line at the water fountain, this may be bullying. While things like line cutting, hitting, kicking and name calling are aggressive and unacceptable behaviours, unless it is targeted and repeated, it may not be a bullying situation but a bad choice.

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Staff Procedure: How to Respond to a Bullying Incident:

When staff members become aware of a bullying incident, they will ensure that students are safe and supported. They will:

- Acknowledge the incident and provide reassurance
- Ensure students are safe, or sent to a safe location
- Communicate with the Director and Assistant Director, who will investigate and record the details of the incident

The Director and Assistant Director will determine the appropriate consequences, taking into consideration:

- The student's age & developmental level
- The seriousness of the incident
- The student's history
- The history of the relationship between the students

Consequences: It is recognized that unacceptable student behaviour is an opportunity for critical learning in areas of personal accountability, the development of empathy, conflict resolution, communication and social skills development – and also that these may be beyond the scope of Lunch Program. For the student who has engaged in bullying, consequences can include one or more of the following:

- Discussion with the student, describing the bullying behaviour and the impact on others
 - Discussion with parents or guardians
 - Letters of apology
 - Loss of recess privileges
 - Completion of lunch program services
 - Suspension
 - Expulsion
 - Other consequences deemed necessary
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- The bullying incident(s) will be well documented.
 - There will be follow up with all parents/guardians.
 - All incidents of bullying will be discussed with all relevant staff in order that everyone can be vigilant, and so that further incidents by the same child(ren) may be prevented.
 - Additional support, supervision and monitoring will be provided as necessary.

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Information for Parents:

As the parent of a child whom you suspect is being bullied:

- Share your concerns with the Director or Assistant Director of the Lunch Program. Bullying is taken seriously and your concerns will be listened to. The Director will investigate and follow up with you about the investigation and any actions that may be taken.
- Do NOT attempt to sort the problem out yourself by talking to the child whom you think may be behaving inappropriately towards your child.
- Do not encourage your child to “bully back.” This can make the problem harder to solve. Be cautious when giving permission for your child to “defend themselves” as unwanted physical contact is unacceptable and “defend yourself” is a vague term that can lead to confusion and consequences as well.

Resources:

<https://www.winnipeg.ca/FAMILY%20COMMUNITY/community-resources/publications-and-resources/Documents/Bullying-Elementarybooklet.pdf>

<http://org.kidshelpphone.ca/en/about-us/>

<https://www.winnipeg.ca/students/Documents/WSD%20Code%20of%20Conduct.pdf>