

This is to be read and kept for your information

Welcome to our Program!

Contact us: (204)298-6741

ibpclunch@gmail.com

Welcome to the Isaac Brock Parent Council's Lunch Program! Our program is designed for children between the ages of grade one and grade 6.

Philosophy

We are committed to providing a safe and fun environment for your children to eat lunch.

About our Lunch Program

Our Lunch Program runs from 11:45am to 1:00pm. The children will eat at the school under supervision from the Lunch Program Staff.

DO NOT SEND FOOD WITH NUTS/PEANUTS OR FISH/SEAFOOD!! This includes **Nutella** and **Honey Nut Cheerios**.

At this time we are unable to accommodate lunches that need to be heated.

Tips for Lunches and Snacks

Lunches

It can be hard to know what to send your child for lunch and to find things your child will eat. Here are some ideas for easy lunches:

- Sandwiches (WOW butter, sunbutter, sandwich meat, chicken salad, egg salad)
- Homemade "lunchables" (crackers, cheese, cut-up meat, a cookie)
- Crackers, cheese and pickles
- Hummus and cut-up veggies or pitas
- Cut-up veggies and dip, crackers and meat/cheese
- Pitas filled with salad, cheese, meat or egg salad
- Cooked pasta, leftovers, soup, etc **preheated in a thermos**

Snacks

- Cut up veggies and dips
- Cheesestings or cut up cheese
- Cut up fruit and a cookie or granola bar
- Yoghurt or yoghurt tubes
- Crackers
- Fruit salad
- Celery with cheesewhiz and raisins
- Raisins and other dried fruit (NO TRAIL MIX WITH NUTS)

Hours of Operation and Closures

Our hours of operation are:

Monday to Friday 11:45am to 1:00pm

The lunch program is closed for all school and calendar holidays.

Fees

- \$40.00/month for the first child (billed monthly)
- \$30.00/month/child for siblings of the first child (billed monthly)

Payment Methods/Payment Policy

Fees are due in the first week of every month (September to June).

Fees are payable by e-transfer to ibpclunch@gmail.com. **Please put your child's name in the message line in the e-transfer. If there is no name your account will not be marked paid.**

We will accept cash only if absolutely necessary. Please put cash in an envelope with your child's name and room number on it. **If the cash is not labeled your account will not be marked paid.**

The Isaac Brock Parent Council's Lunch Program is not a provincially run daycare, therefore we do not have subsidized spaces.

Unpaid fees are subject to immediate suspension or termination of care as well as your name being given to a collection agency.

**** If for some reason you cannot pay your bill on time, please talk to us. We can be flexible if parents communicate with us. ****

Illness Policy

***Children cannot attend the program if they are ill or symptomatic.

Anything communicable – fever, infection, diarrhea, vomiting, pink eye, or any disease or illness that may be passed to the staff or the other children in the program including common cold symptoms, are grounds to keep your child home.

If a child should become ill while in our care, arrangements for immediate pick up will need to be made.

Lice Policy

Lice is a fact of life when you have school aged children, unfortunately. However, it is not the end of the world! If we discover that your child has lice or nits we will call you to inform you. If you find that your child has lice please let us know.

Lice Tips

There are several ways to treat lice. Stores sell many brands of chemical lice shampoos. The pharmacist will know which one you should purchase and be able to tell you how to apply it. They all work in the same way; by killing the live lice and loosening the "glue" that holds the nits on the hair shaft. All of these shampoos are made with harsh chemicals, and you cannot use them on your child more than once a week. Unfortunately a lot of the lice that are out there these days are becoming immune to the chemicals found in the shampoos so the effectiveness is less than it used to be. Many stores also sell lice combs which can "zap" the nits. Some brands are more effective than others. These treatments can also be expensive. No matter which treatment you decide on we recommend buying a plain metal lice comb.

If you are interested in a gentler, cheaper solution there are many "home" remedies available. One that we recommend is mineral oil (available at most pharmacies) and plain white vinegar. Fill a large spray

bottle with half mineral oil and half plain white vinegar. Shake well and spray it on your child's hair. You will have to shake repeatedly as it separates. Continue spraying until the hair is completely saturated and wet, rubbing it into the scalp as you go. Wrap the hair in a plastic bag or shower cap and leave it for at least an hour.

Rinse the majority of the solution out of the hair (just with water) and towel dry. The oil will have smothered the live lice and the vinegar will loosen the nits making them easier to pull out. Now comes the hard part; picking through your child's hair to pull all the nits out. We have found that doing this while your child watches T.V. or plays on a device is helpful; it helps them sit still longer. Separate the hair into sections and comb through each carefully. Check small sections at time. If you come across a bug just remove it. They will mostly be right on the scalp. Nits will be on the hair shaft, closer to the scalp. They are very small, mostly white and brown and a little bit shiny so doing this by a sunny window or under a bright light helps. Sometimes the metal lice comb will pull the nits out but you will have to use your fingers for some. Simply pull it the whole length of the hair until it comes off the end. Put it aside on a tissue. Continue doing this until you have gone through their whole head.

This process (minus the oil and vinegar) needs to be repeated every day until you have been free of lice and/or nits for at least a week. You don't need to repeat any of the treatments unless you find another live bug.

All other family members should have their hair checked as well.

All household items that come into contact with your child's head need to be dried at high heat, vacuumed, bagged in an airtight bag for at least a week or frozen for a week. This step is very important as it stops the lice from crawling back onto your child or another person and it stops the nits from hatching. It's best to put the daily items (backpacks, outdoor clothing, pillows, bedding) in the dryer every day. That way it stops any nits you may have missed in your child's hair from hatching on the items and re-infesting the hair. The following is a list of what to do with different items.

In the Dryer (high heat for at least an hour)

- All bedding (pillows and cases, sheets, blankets, mattress covers)
- All cloth toys (stuffed animals, dolls made of cloth)
- Blankets from your couch
- Throw pillows (if dryer safe)
- All clothing that has been in contact with your child (not what's been put away in their closet, just the clothing they've been wearing for the last few days and whatever is in the laundry already)
- All outdoor clothing (hats, mitts, jackets, scarves, etc...)
- Backpacks/bags

To be Vacuumed

- Your vehicle seats and head rests
- Any carseats/booster seats
- Mattresses (both sides)
- Furniture
- Carpets

To be Bagged and Made Airtight (for at least a week)

- Toys/ dolls that cannot be put in the dryer
- Clothing that cannot go in the dryer

- Backpacks/bags that cannot go in the dryer
- Any pillows or cushions that cannot go in the dryer
- Any other items that cannot be dried at high heat

There are also some companies who will come and pick through your child's hair for you, but they are expensive. Here is a number if you are interested in taking this route.

- Lice Squad- 1-888-542-3778

Enrollment Requirements

Before a child is able to begin their first scheduled day in our lunch program, the following needs to be done and/or signed:

- Child must be toilet trained
- Registration form; complete with authorized pick up list
- Signed policy package/contract

Please contact Liz at the number/email below before sending your child to our program.

*** Spaces will never be held by verbal contract. Forms are required in order for a spot to be held for your child ***

Outdoor Play

We go outside everyday! Please make sure your child has weather appropriate clothing:

In the Spring Fall:

- A sweater/light jacket
- Rubber boots if rainy

In the Winter:

- a warm jacket
- snow pants
- mittens/gloves (magic mini gloves are NOT warm enough)
- warm hat/tuque
- scarf/neckwarmer
- warm boots (NOT rubber boots)

Termination/Suspension

The Isaac Brock Parent Council Lunch Program reserves the right to suspend your child from our program. Instances of suspension/termination are rare, but may result from the child having recurring behavioral incidents, or the parent's/guardian's failure to pay their bill repeatedly with no communication between the parent/guardian and the program.

If your child is having behavioral issues (violent behavior, inappropriate sexual behavior such as touching or repeated comments, running away from staff) we will speak to you about it. If the behaviour continues we will ask you to come in for a meeting with us and your child. You will be given a contract to sign that explains that if your child does not change their behavior by a set date then the child will be suspended for a time (usually three days). If your child continues the behavior after the suspension your lunch program spot may be terminated.

We make every effort to communicate with parents and with the child to ensure that suspension/termination does not happen but sometimes we are forced to act on it.

** Please note that when we mention "*violent behavior, inappropriate sexual behavior such as touching or repeated comments, running away from staff*" we are not referring to normal child behavior. We are aware that children get angry and hit others sometimes and that children, younger ones especially, are curious about bodies and will try to show their friends their body parts. Children make innocent comments about things they overhear without knowing what the comments mean. This is all normal behavior. Your child will not be suspended for being curious or angry in an age appropriate manner. **

Withdrawal

As a parent/guardian you must tell the staff of the Isaac Brock Parent Council Lunch Program if your child will no longer be attending the program.

All fees are to be paid prior to your child leaving, or arrangements must be made with the staff to set up an alternate payment plan.

Failure to make these payments will result in your name being given to a collection agency.

Communication

Communication between the staff and the parents is very important! ***Parents/Guardians must call/email the program if their child will not be attending the lunch program. Calling the school does not mean that we know that your child is absent. The school does not call us.***

Injuries

Kids are kids. They do get hurt. They may stumble and fall, and get a little scratch, or bang their head and get a little bruise. This is normal. Some kids fall and hurt themselves all the time, and some kids rarely get a scratch.

If the injury required ice, bled a bit, had some swelling or the child was very upset over it we will let you know what happened. If your child gets badly hurt while in our care, we notify the parent/guardian right away. This way you can decide if you want to come get them early or not.

For very serious accidents we call the parent immediately and if needed we also call an ambulance.

Allergies

Our staff try very hard to accommodate families with allergies. Currently our Lunch Program is peanut/nut free as well as fish/seafood free. The school building however is not allergen free. We let all our Lunch Program families know to not bring these food items to our program, but sometimes people forget, or they don't read the label. If this happens we ask the child who has the food item to eat away from any allergic children and we clean the space they ate in.

As parents/guardians you can help with this as well! Please talk to your child about not sharing food and cleaning up after themselves to help stop other children from getting sick. This gives the children a better understanding of why they need to be careful.

If your child has an allergy, even just a mild one, it's very important that we know about it. Please make sure that you have put it on the registration form and informed the school.

Do you have any questions? Please feel free to contact Liz anytime (204)298-6741 or ibpclunch@gmail.com.

This is to be signed and returned to the program

The following is a contract between

Isaac Brock Parent Council Lunch Program

1265 Barratt St.(204)298-6741 or ibpclunch@gmail.com

and _____
Parent/Guardian's Name

of _____
Mailing Address (Box # or Street Address, City/Town, Province, Postal Code)

Email address Telephone Number

Child's Name

Agreement and Signatures

I/We _____/_____ have read the Welcome Package and agree to follow the policies and guidelines stated in it and wish to have my child/ren in the care of the Isaac Brock Parent Council's Lunch Program.

Parent/Guardian Signature Date

Lunch Program Supervisor's Signature Date