

Wayoata School Lunch Program

Dedicated to providing our students with a safe, supervised environment where parents/guardians may choose to have their children remain over the lunch hour.

Attached, please find a copy of the policies and rules by which the Wayoata School Lunch Program abides. There is also a registration form. Please complete the registration process for each child that will need supervision at lunch. Even if your child may only stay a few times during the year, you must complete registration as an occasional user of the program.

- ALL children staying at lunch time (whether full-time or occasionally) **MUST be registered** in the program, except for the kindergarten children in the Canterbury Park Before and After School Program.
- REGISTRATION OPTIONS
Even if you think your child will stay at school for lunch only once please complete the registration process for him/her and register as "Occasional".
 - Full time - the student will be eating lunch at school every day
 - Occasional- the student will be eating lunch at school occasionally
- PAYMENT OPTIONS
 - Payment can be made by pre-authorized withdrawal, cheque or cash
 - To eliminate the need to write multiple cheques, we encourage families to take advantage of **pre-authorized withdrawals**. Just complete the attached preauthorized debit agreement and include one void cheque.
 - Payment can also be made by postdated cheque(s), made payable to **Wayoata School Lunch Program**.
 - Please do not send large amounts of cash with your child
- IMPORTANT DATES FOR THE 2022-2023 SCHOOL YEAR
 - REGISTRATION FORMS are due the first day of school, September 7, 2022
 - Forms and postdated cheques or debit forms will be accepted in the school office during the month of June. (Any cheques received during the month of June will NOT be processed until September.)
 - PAYMENTS are due as follows:
 - Payment in full due September 28, 2022
 - Payments in two installments due September 28, 2022 and November 28, 2022
 - Payments in three installments due September 28, 2022, October 28, 2022, and November 28, 2022

The Wayoata School Lunch Program is run by a volunteer committee. **Parents are welcome to join the committee.** The committee hires supervisors and a coordinator for the program. The committee also hires a bookkeeper to oversee the finances of the program.

Any inquiries regarding the Wayoata School Lunch Program can be made by leaving a message at the school office, 204-958-6840. Your inquiry will be forwarded to the lunch program committee.

1.0 POLICIES

1.01 PURPOSE

Wayoata School Lunch Program is a non-profit organization dedicated to providing our students with a safe, caring and respectful environment where parents/guardians may choose to have their children supervised over the lunch hour.

1.02 ABOUT THE PROGRAM

The Wayoata School Lunch Program is a user pay lunch supervision program. It is in place to provide a safe environment for the students to have lunch. **Only those students registered in the Lunch Program may stay at school for lunch.** Students will provide their own lunches and will eat in their classrooms. This program does not provide hot meals or any means to reheat food. Microwaves will not be available.

Supervisors, hired by the Lunch Program Committee, will supervise the playground during the lunch recess and will monitor the classrooms and hallways while the children eat lunch.

The Lunch Program is not a fundraising venture. **It is a non-profit organization and all the money collected is used to pay the salaries of those hired to supervise during the lunch break, any training required, and for miscellaneous expenses related to the operation of the Lunch Program.** All funds from this program are managed in the Wayoata School Lunch Program bank account and are separate from any school bank accounts.

1.03 REGISTRATION

Students may participate in the Lunch Program by completing the registration process and making payments based on the choice selected on the registration form. One registration form is required for each student wishing to participate in the Lunch Program. The registration process must be completed for each new school year. Registration is available at any time during the year.

1.04 REGISTRATION OPTIONS

Even if you think your child will stay at school for lunch only once (i.e. hot lunch), please complete the online Registration Form for him/her and register as "Occasional".

- | | |
|------------|---|
| Full time | - the student will be eating lunch at school every day |
| Occasional | - the student will be eating lunch at school occasionally |

1.05 FEES and PAYMENT OPTIONS

The Lunch Program fees and payment options for each school year are outlined on the annual registration form.

Options are provided for registration either full time or occasional.

Payment options are available for students who are registered as full time. These options include payment in full, two installments or three installments.

If you are making payment by cheque, please note:

- cheques should be made payable to: **WAYOATA SCHOOL LUNCH PROGRAM**
- payment may be made by one (1) cheque for all children in one family. *Individual cheques for each child are not required.*

1.06 LATE PAYMENT

In the event of late payment, the Lunch Program Coordinator, in consultation with School Administration, will implement the following policy:

1. The parent/guardian will receive a note reminding them that payment has been missed.
2. Failure to submit the late payment will be viewed as a parental decision to no longer use the services of the Lunch Program. The outstanding account will be forwarded to the school administration, the student will be removed from the lunch program and the parent/guardian will be required to make alternate arrangements for their child during the lunch break.

1.07 NSF CHEQUES

Cheques returned for any reason will be considered as late payment and the process outlined in 1.06 Late Payment, above, will be followed.

1.08 REFUNDS









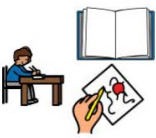








In the event that a student leaves the school or the lunch supervision program, the unused portion of the user fee will be refunded.

2.0 **RULES**

The Wayoata School Lunch Program would appreciate your cooperation in having your child follow the lunch program expectations. These expectations are in place to make the lunch program a safe environment for all children.

2.01

Lunch Matrix

	Be Safe	Be Respectful	Be Responsible
Looks 	Use indoor voices  Eat your own lunch  Stay seated 	Clean up  1 trip to the garbage  Use kind words 	Follow supervisor's instructions  Return to seat and read/draw 
Sounds 	Quiet 	Quiet 	Quiet 
Feels 	Calm 	Calm 	Calm 

Wayoata School

June 2019

GENERAL LUNCH PROGRAM GUIDELINES

- Students who eat lunch at school must remain on the school property during the lunch hour.
- Students will provide their own lunches and will eat in designated areas.
- Students are encouraged to take home any uneaten food.
- Students are not to share their food with others due to allergies and other medical problems.
- Students are asked to refrain from bringing food containing nuts and/or fish to school due to allergies.
- Students need to follow the school expectations.

Please ensure that your child is familiar with and understands the rules of the Lunch Program.

2.02 BEHAVIOUR MANAGEMENT

The River East Transcona School Division adheres to the "Code of Conduct" to promote a healthy school culture. The RETSD believes that all staff, parents and students have a responsibility to maintain a safe, caring and respectful environment where everyone has the right to be treated with dignity and respect. Pupils, parents, and staff are to behave in a respectful manner and comply with this code.

Our school's Lunch Program has some basic rules and expectations that students are expected to follow so that we can maintain a safe, orderly, and relaxing atmosphere for all lunchtime participants. These expectations are reviewed continuously with all students throughout the year. From time to time, a small number of students find it difficult to meet expectations during lunch. These students are given reminders and encouragement to meet the expectations. When concerning behaviour persists, parents will be notified.

Failure to follow expectations may result in suspension or possible exclusion from the lunch program.

Wayoata School Lunch Program 2022 2023 School Year Registration Form*

*Policies can be found on the school website at <https://www.retsd.mb.ca/school/way/> under the Documents and Forms/Lunch Program section

Name of Student	_____	Grade in 2022/2023	_____
Home Address	_____		
Postal Code	_____		
Medical Conditions/ Allergies, if any:	_____		
Primary Contact (Parent/Guardian)	_____	# To Call 1 st For This Contact <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	_____
Relationship to Child	_____	# To Call 2 nd For This Contact <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	_____
Secondary Contact	_____	# To Call 1 st For This Contact <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	_____
Relationship to Child	_____	# To Call 2 nd For This Contact <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	_____

☐ For Students In GRADES 1 – 5

Select Registration Type

- ☐ Full time \$180/year for each child
- ☐ Occasional - Initial payment of \$60.00, due September 28, 2022. One dollar will be deducted from your account each time your child stays for lunch. You will be notified when your balance is less than \$5.00 and a further \$60.00 payment will be due at that time.

Select Payment Option

- ☐ Full Time Registration - Payment in full, \$180.00, due September 28, 2022
- ☐ Full Time Registration - Payment in 2 installments of \$90.00 each, due September 28, 2022. and November 28, 2022
- ☐ Full Time Registration - Payment in 3 installments of \$60.00 each, due September 28, 2022, October 28, 2022, November 28, 2022
- ☐ Occasional Registration - Payment of \$60.00, due September 28, 2022

Select Payment Method

- ☐ preauthorized debit - attached agreement completed and void cheque enclosed
- ☐ postdated cheques enclosed, made payable to the Wayoata School Lunch Program

☐ For Students In KINDERGARTEN

Select Registration Type

- ☐ Full time \$90/year for each child
- ☐ Occasional - Initial payment of \$30.00, due September 28, 2022. One dollar will be deducted from your account each time your child stays for lunch. You will be notified when your balance is less than \$5.00 and a further \$30.00 payment will be due at that time.

Select Payment Option

- ☐ Full Time Registration - Payment in full, \$90.00, due September 28, 2022
- ☐ Full Time Registration - Payment in 2 installments of \$45.00 each, due September 28, 2022 and November 28, 2022.
- ☐ Full Time Registration - Payment in 3 installments of \$30.00 each, due September 28, 2022, October 28, 2022 and November 28, 2022.
- ☐ Occasional Registration - Payment of \$30.00, due September 28, 2022.

Select Payment Method

- ☐ preauthorized debit - attached agreement completed and void cheque enclosed
- ☐ postdated cheques enclosed, made payable to the Wayoata School Lunch Program

- ☐ My child and I have gone over the attached policies and rules and we understand them. I understand that if they are not followed, the privilege of my child participating in this program will be reviewed.
- ☐ I have included a preauthorized debit agreement and void cheque OR/ postdated cheques
 - ☐ Please check here if this payment is for more than one child. Sibling name: _____
(Please note that one payment can be made for all children in one family – but each child MUST have a completed registration form.)

Email Address

By providing my email address above and signing below, I consent to receive information about the lunch program and to communicate with the lunch program via email. (If at any time you wish to be removed from our email list, please contact the school office.)

Provide name that should appear on tax receipts (please print clearly): _____

Parent/Guardian Signature _____ Date _____

New Authorization: ☐ **Cancellation Notice:** ☐ **Change to Existing:** ☐

Account Information: Route: 879 Transit: 92117 Account: 110690475568

[illegible]

**ATTACH
VOIDED CHEQUE
HERE**

Sporadic ☐

Date _____

TERMS AND CONDITIONS

1. I/We hereby authorize Payee, in accordance with the terms of my/our account agreement with Processing Institution, to debit or cause to be debited the Account for the purposes indicated in the "Payment Type" section on page 1 of this Agreement.
2. Particulars of the Account that Payee is authorized to debit are indicated in the "Payment Details" section on page 1 of this Agreement. A specimen cheque, if available for the Account, has been marked "VOID" and attached to this Authorization.
3. I/We undertake to inform the Payee, in writing, of any change in the Account information provided in this Authorization prior to the next due date of the PAD.
4. This Authorization is continuing but may be cancelled at any time upon notice being provided by me/us, either in writing or orally, with proper authorization to verify my/our identity within the specified number of days before the next PAD is to be issued as noted on Page 1, Cancel Payment section. I/we acknowledge that I/we can obtain a sample cancellation form or further information on my/our right to cancel this Acknowledgement from Processing Institution or by visiting www.cdnpay.ca.
I/we acknowledge that if I/we wish to cancel this Authorization or if I/we have any questions or need further information with respect to a PAD, I/we can contact the Payee at the telephone number or address set out in this Agreement.
5. Revocation of this Authorization does not terminate any contract for goods or services that exists between me/us and Payee. This Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.
6. I/We acknowledge that provision and delivery of this Authorization to Payee constitutes delivery by me/us to Processing Institution. Any delivery of this Authorization to Payee constitutes delivery by the Payor.
7. If this Authorization is for fixed or variable amount business, personal or funds transfer PADs recurring at set intervals, unless I/we have waived any and all requirements for pre-notification of debiting in the "Waiver of Pre-Notification" section on page 1 of this Agreement, or unless the change in the amount of any such PAD will occur as a result of my/our direct action (such as, but not limited to, telephone instructions or other remote measures), I/we acknowledge I/we will receive:
 - (a) with respect to fixed amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of the first PAD, and such notice will be received every time there is a change in the amount or the payment date(s); or
 - (b) with respect to variable amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of every PAD; or
 - (c) with respect to business, personal or funds transfer PADs, at least 10 calendar days written notice from the Payee of any change in the amount of the PAD which results from a change in any applicable tax rate, a top-up or other adjustment. No pre-notification will be given if the amount of the PAD decreases as a result of a reduction in municipal, provincial, or federal tax.Pre-notification may be given in writing or in any form of representing or reproducing words in visible form, which, if I/we have provided an email address to the Payee, includes an electronic document. The amount of pre-notification provided will change when there is a change in the pre-notification requirements contained in the CPA Rules.
8. If this Authorization provides for PADs with sporadic frequency, I/we understand that the Payee is required to obtain an authorization from me/us for each and every PAD prior to the PAD being exchanged and cleared. I/we agree that a password or security code or other signature equivalent will be issued and will constitute valid authorization for the Processing Institution to debit the Account.
9. I/We acknowledge that Processing Institution is not required to verify that a PAD has been issued in accordance with the particulars of this Authorization, including, but not limited to, the amount.
10. I/We acknowledge that Processing Institution is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by Payee as a condition to honouring a PAD issued or caused to be issued by Payee on the Account.
11. I/We acknowledge that, if this Authorization is for personal or business PADs or for funds transfer PADs that have recourse through the clearing system, a PAD may be disputed but only under the following conditions:
 - (a) the PAD was not drawn in accordance with this Authorization;
 - (b) this Authorization was revoked; or
 - (c) pre-notification was required and was not received.I/We further acknowledge that in order to be reimbursed, a declaration to the effect that either (a), (b), or (c) took place must be completed and presented to the branch of Processing Institution holding the Account on or before the 90th calendar day in the case of a personal PAD or a funds transfer PAD that has recourse through the clearing system or, in the case of a business PAD, on or before the 10th business day, in each case after the date on which the PAD in dispute was posted to the Account.
12. I/We acknowledge that any claim made after the periods set out above must be resolved solely between me/us and the Payee and there is no entitlement to reimbursement from the Processing Institution.
13. I/We acknowledge and agree that if this Authorization is for funds transfer PADs and the Payee does not provide recourse through the clearing system, then no recourse will be provided through the clearing system (that is, I/we will not receive automatic reimbursement in the event of a dispute) and I/we must seek reimbursement or recourse from the Payee in the event a PAD is erroneously charged to the Account.
14. Unless this Authorization is for a funds transfer PAD that does not have recourse through the clearing system, I/we acknowledge that I/we have certain recourse rights if a debit does not comply with this Authorization. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Authorization. To obtain more information on my/our recourse rights I/we can contact Processing Institution or visit www.cdnpay.ca.
15. I/We acknowledge that I/we understand that I/we are participating in a PAD plan established by Payee and I/we accept participation in the PAD plan upon the terms and conditions set out herein.
16. I/We consent to the collection, use, and disclosure of any personal information that may be contained in this Authorization to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the Rules of the Canadian Payments Association.
17. I/We acknowledge and agree that the Payee has a lien on the deposits of the Payor that are deposited into any accounts in the records of the Payee together with interest thereon for any indebtedness due or accruing due to the Payee by the Payor for any obligation in respect of the indebtedness, and the deposits may not be withdrawn or redeemed unless the Payee consents.