

# **BERNIE WOLFE SCHOOL LUNCH PROGRAM**

## **POLICIES AND RULES**

### **2024/2025**

#### **1.0 POLICIES**

##### **1.01 PURPOSE**

The Bernie Wolfe School Lunch Program is a non-profit organization dedicated to providing our students with a sense of belonging in a welcoming, caring and safe environment where parents/guardians may choose to have their children supervised over the lunch break.

##### **1.02 ABOUT THE PROGRAM**

The Bernie Wolfe School Lunch Program is a user pay lunch 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.

Lunch Supervisors hired by the Lunch Program Committee will monitor the classrooms and hallways while the children eat lunch and will supervise the playground during the lunch recess. The lunch break is between 11:30 a.m. and 12:25 p.m.

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, training as decided by the committee, and for miscellaneous expenses related to the operation of the lunch program. All funds from this program are managed in the BWSLP bank account and are separate from any school or divisional bank accounts.

##### **1.03 REGISTRATION**

Registration forms will normally be sent home with every student in May of each year for the coming school year. Students may participate in the Lunch Program by returning a completed Registration Form, together with applicable payment, to the Bernie Wolfe School Lunch Program. One Registration Form is required for each student wishing to participate in the Lunch Program.

A new Registration Form must be completed for each new school year. Students transferring into the school and wishing to register in the Lunch Program may obtain a Registration Form from the school office or print a form from the school website. If parents choose not to register at the start of the school year, registration is available at any time during the year.

Should there be outstanding fees for a student from the 2022/2023 school year, they must be paid in full before the student may register for the 2023/2024 school year. In the event that payment of outstanding fees presents a financial concern, please contact school administration.

#### 1.04 REGISTRATION OPTIONS

Full time: the student will be eating lunch at school every day

Part-time: the student will be eating lunch at school on an occasional basis

#### 1.05 FEES and METHODS OF PAYMENT

##### **Grades 1 -5 Lunch program fees are:**

\_\_\_\_\_ Full-time: **\$140.00/year/student** with 2 payment options:

- 1) One (1) cheque in the amount of \$140.00
- 2) Two (2) cheques in the amount of \$50.00 each, one dated September 13, 2024 (for September to January) and one dated January 1, 2025 (for February to June).

\_\_\_\_\_ Part-time: **20 stays for \$20.00**, payable by one (1) cheque

##### **Kindergarten Lunch program fees are:**

\_\_\_\_\_ Full-time: **\$100/year/student** with 2 payment options:

- 1) One (1) cheque in the amount of \$100.00
- 2) Two (2) cheques in the amount of \$50.00 each, one dated September 13, 2024 (for September to January) and one dated January 1, 2025 (for February to June).

\_\_\_\_\_ Part-time: **20 stays for \$20.00**, payable by one (1) cheque

Receipts will be issued in February. Please send exact payment as the Lunch Program does not make change or give refunds. The Lunch Program is not responsible for lost monies. Late payment will result in removal from the Lunch Program.

Please make cheques payable to: **BWS Lunch Program**.

Please return payment with the registration form.

*BWS Lunch Program Policies and Rules are available for viewing on the BWS website.*

#### 1.06 LATE PAYMENT/OVERDUE ACCOUNT PROCESS

In the event of late payment/overdue account, the Lunch Program Director, 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. Payment will be required the next school day.
2. At five (5) school days past due, the Director will call and make arrangements with the parent/guardian to pay all outstanding fees by a specific date. The parent/guardian will be advised that if payment is not received by the specified date, the outstanding account will be forwarded to the School Administration and their child will be expelled from the Lunch Program. Should there be any difficulty in reaching a specified date for the payment to be received; the outstanding account will be forwarded to the School Administration.
3. At ten (10) school days past due, or at the specified date set in 2 (above) the late payment/overdue account 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 and the parent/guardian will be asked to make alternate arrangements for their child during the lunch break. Should the parent/guardian wish, their child may participate in the Lunch Program again by paying all outstanding fees in full.

#### 1.07 NSF CHEQUES

Cheques returned for any reason will result in privileges of the Lunch Program being withdrawn if the returned cheque is not reimbursed in accordance with 1.06 Late Payment above. Payment in cash, in the amount of the returned cheque, plus an NSF fee of \$10.00 and all applicable bank service charges, will be required.

#### 1.08 REFUNDS

There will be no refunds unless the student is leaving the school. In that event, the unused portion of the user fee will be returned. A written request must be sent to the lunch program committee to request the reimbursement. The reimbursement will be processed once it has been approved at the next parent council meeting. There are no refunds for part time users.

### 2.0 **RULES**

The Bernie Wolfe School Lunch Program would appreciate your cooperation in having your child follow the Lunch Program Rules listed below. These rules are in place to make the lunch break a safe and friendly place for all children attending the Lunch Program.

Staying at school for lunch is considered a privilege, which may be removed if deemed necessary. All students will eat in designated areas. During the lunch break, there will be Lunch Program Supervisors available to watch over the students, assist them when requested and provide permission for washroom breaks.

Please note that students who do not remain at school for lunch should return to school for the 12:25 re-entry bell, not earlier.

#### 2.01 Please follow Bernie Wolfe School's Expectations

- All general school rules are in effect during the lunch break.
- Students who stay at school for lunch must remain on the school property during the lunch break, unless the parent/guardian provides written permission for the student to leave. Please send the written permission to the school.
- Students will remain seated at their desks or tables during the indoor part of the lunch break.
- Students will use polite table manners.
- Students will talk in a reasonable tone.
- Students will clean up their own eating area.
- Students will deposit all garbage in bins.
- Students are encouraged to take any uneaten food home.
- Students are not to share their food with others due to allergies and other medical concerns.
- Students may leave the lunch area only after receiving permission from a Supervisor.
- Students will wait to be dismissed by the Supervisor.
- Students, when dismissed will get dressed and go directly outside or to a supervised activity.

- Once students have gone outside for lunch recess, they are not allowed back into the school without permission.

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

## 2.02 BEHAVIOUR MANAGEMENT

The RETSD “Code of Conduct” will be adhered to. A copy of this Code may be found in the school office. An infraction of a violent nature will result in an automatic referral to the office and a behavior note home.

For students to continue to have the privilege of staying at school during the lunch break, students must follow our rules and behavior expectations. This creates a safe and orderly atmosphere. The rules and behavior expectations can be found posted in each room and included in this Registration Package. When a student is not following classroom/school expectations during the lunch break, the Lunch Program Director, in consultation with School Administration, will implement the following policy:

- a) If a student misbehaves during the lunch hour, he/she will first have a discussion with a Lunch Program Supervisor. A behavior incident form may be filled out, if deemed necessary.
- b) If there are continuous misbehaviors/incidents of a more serious nature, the student will be reported to Administration. Parents may be notified of these misbehaviors. At this time the student may be directed to eat his/her lunch in a special area.
- c) Recurring cases of misbehavior will be dealt with by Administration on an individual basis and could result in loss of lunch program privileges for a specific period of time.

Thank you,  
Bernie Wolfe School Lunch Program Committee