



École LaVérendrye School Lunch Program Information Sheet 2009-2010

As another year of the Lunch Program approaches, there are a few items that require your attention.

- The lunch program is operated by the LaVérendrye Community Council. It is not a school-run program.
- All students staying at school for lunch are required to fill out a registration form (whether they are full-time or casual).
- The program operates with a ratio of approximately 20 students to 1 paid staff member.
- The Lunch Program is available for students in grades 1 to 6.
- If your child is absent from the lunch program, please inform the lunch program director at 452-5015.
- **Failure to pay without making prior arrangements will cancel your child's registration to the lunch program.**
- Should inappropriate behaviour occur during the lunch program, a discipline letter will be sent home for signature by a parent/guardian.

FEES

- Full time attendance - one child \$20.00 per month
- Full time attendance - two children \$35.00 per month
- Full time attendance - three children \$45.00 per month
- Casual use - per child \$ 2.00 per day

PAYMENT

Fees for Lunch Program are due by the twentieth of every month. Payment is to be made by **POST DATED CHEQUES** (made payable to LaVérendrye Lunch Program) dated for June 12, 2009 for September's payment and the 20th of September to May. These fees allow for adequate staffing to provide a safe environment for the children.

PAYMENT INFORMATION

- A. **FULL TIME:** 10 postdated cheques to the program by June 12, 2009. The first cheque should be dated for June 20, 2009 with the nine remaining cheques dated the 20th day of each month starting September 20, 2009 through May 20, 2009.
- B. **CASUAL, BY THE DAY:** (Only for those staying on an occasional basis)
Payment for casual service will be prepaid cards kept in the possession of the lunch program. The cards are available in denominations of \$30.00 (15 lunches) and when your child has 5 remaining lunches a letter will be sent home with your child asking for payment for another card. If we have not received payment when the card is done your child will not be allowed to return to the lunch program until another card is paid for.

PLEASE MAKE ALL CHEQUES PAYABLE TO:

LAVÉRENDRYE LUNCH PROGRAM

*Please return this form together with your cheques by June 12, 2009.
Space is limited ~ please register in a timely fashion to guarantee a spot.*

FEES NOT PAID BY THE FIRST OF EACH MONTH WILL INCUR A LATE PAYMENT FEE OF \$10.00 AND WILL RESULT IN THE REMOVAL OF YOUR CHILD FROM THE PROGRAM. The child may not attend the program until payment in full has been received.

NSF cheques must be re-issued with an additional \$20.00 to cover administrative costs.

THE LUNCH PROGRAM IS OPERATED BY THE LAVÉRENDRYE COMMUNITY COUNCIL. ANY CONCERNS OR QUESTIONS SHOULD BE DIRECTED TO THE LUNCH PROGRAM LIAISON, JOCELYNE RICARD. YOU CAN CONTACT HER BY LEAVING A MESSAGE AT THE SCHOOL (474-2134) AND YOUR CALL WILL BE RETURNED.

**LA VERENDRYE LUNCH PROGRAM
FAMILY REGISTRATION & MEDICAL INFORMATION**

Name of Child(ren)	Grade	Room	Manitoba Health Registration No. (6 digits)	Personal Health ID No. (9 digits)

ATTENDANCE (please check box): Full time _____ Casual _____

Name of Parent/Guardian: _____

Home Address: _____

Phone Number - Home: _____

Phone Number - Work: _____

Cell Number: _____

ALTERNATE CARE IN CASE OF EMERGENCY

	FIRST CONTACT	SECOND CONTACT
Name		
Address		
Phone Number - Home		
Phone Number - Work		
Phone Number - Cell		

SPECIAL INSTRUCTIONS

In order to provide the best possible care for your child(ren), please provide us with any relevant information that would assist lunch program staff and make the lunch time an enjoyable experience (I.e. any medications, allergies, behavioural or any other concerns). Please note that the information you have provided to the school is confidential.

IMPORTANT
ANY INFORMATION GIVEN WILL BE TREATED WITH EXTREME
CONFIDENTIALITY.

Information given to the school is not shared with the Lunch Program.

APPENDIX A

LaVérendrye Lunch Program Code of Conduct

The lunch program is not a right but a privilege. The same rules and consequences apply to all students, whether full-time or casual participants.

1. I will treat all students and adult supervisors with respect.
2. I will listen and co-operate with the staff both inside and outside the school.
3. I will use proper table manners and remain seated until dismissal.
4. I will move to another seat if I am asked by the supervisors.
5. I will eat my lunch quietly and I will be neat.
6. I will pack up my lunch containers and dispose of my litter in the appropriate places.
7. I will not use offensive language, tease, push or fight.
8. I will eat at the school unless I have written permission from my parents to leave.

STUDENT/PARENT/GUARDIAN AGREEMENT

I understand that if I misbehave my parents/guardians will be notified with a written discipline notice. After three notices I know that I will not be allowed to return to the Lunch Program for two days and a fourth notice will result in my not to be allowed to return for five days.

Signature

I understand that I will be notified by a written discipline notice of my child's non-compliance with the above lunch Program Code of Conduct. I have read the rules and my child understands them. I understand that three written notices will result in my child not being allowed to return to the Lunch Program for two days and a fourth notice will result in my child not being allowed back into the Lunch Program for five days.

Parent/Guardian Signature

Date