

## **Parent Council Lunch Program**

The lunch program is under the direction of the Montrose School Parent Council.

### **Program Guidelines:**

- All participants in the lunch program must complete the registration process. This includes the parents and a child's signed contract as well as the completed medical information form.
- Lunch is 12:00 – 12:30 p.m.; supervised recess from 12:30 – 1:00 p.m. (weather permitting)
- Milk is provided each day which is part of our fee structure. Our lunch program participates in the Milk Marketing program.
- Students must eat at their grade tables and proper behaviour is expected at all times.
- It is the student's responsibility to clean-up their own eating area.
- Students must keep their hands and feet to themselves at all times. Any unacceptable and uncooperative behaviour in the lunch program will result in the loss of lunch program privileges. Parents will be informed of their child's misbehaviour with a note or a phone call from the lunch program director.
- The Lunch Program follows the Montrose School Code of Conduct.
- If a child will be absent from the lunch program a phone call to 488-8810 must be made before the lunch hour starts. This is important as we need to keep track of the child for the lunch hour. A reminder that the lunch program is separate from the school and must be notified separately. If your child is going home for lunch or to a friend's home for lunch, the director must be made aware by note or with a phone call.
- Participation in this program is a privilege that is dependent upon a student's cooperative behaviour. All students are expected to respect and listen to staff and other children.
- NOTE: No Microwaves are available.

## Fee Structure

PAYMENT PLAN BREAKDOWN			
Payment Type	One Child	Two Children	Three Children
Lump Payment	\$220.00	\$380.00	\$495.00
3 x per year	\$73.33	\$126.66	\$165.00
Monthly	\$22.00	\$38.00	\$49.50
Casual	\$2.00 per day	\$3.00 per day	\$3.00 per day

*Note: Families participating in the casual program will be billed at the end of each month to a maximum of the monthly charge. Statements will be sent home with your children.*

### Student Behaviour Expectations

All students participating in the Lunch Program will:

- Stay in their seats while eating and awaiting dismissal
- Speak at normal conversation levels
- Display appropriate table manners
- Cooperate with supervisors
- Clean up after lunch by putting garbage in the provided containers
- Wait to be dismissed by the supervisor
- Go outside or to assigned activity immediately after dismissal
- Listen quietly during the announcements

**Once outside (or at assigned activity) students will:**

- Remain there until 1:00 p.m.
- Display appropriate and safe behaviour
- Cooperate with supervisors

**Unacceptable behaviours are:**

- Violence of any kind
- Dangerous play
- Physical violence/fighting
- Damaging property
- Disrespect or rudeness, (name calling, swearing, threatening, exclusion of others)

- Defiance of a reasonable request
- Continuous disruptive behaviour

### **Consequences for Unacceptable Behaviour**

#### **First notification**

At the first departure from the above expectations the child involved will meet with the Lunch Program Director and a conduct report will be written and a phone call home will be made. Conduct reports must be returned with a parent/guardian signature before the child can return to the lunch program.

#### **Second notification**

Should the behaviour continue a meeting will be set up with the child, parents/guardians, Lunch Program Director and the Parent Council Treasurer or a Parent Council Executive Designate to determine a successful resolution. The meeting will be recorded in writing and all involved must sign the copy and copies will be given to all parties involved.

#### **Third notification**

Should the behaviour continue, parents/guardians will be notified and the child will be removed from the lunch program for a period of time deemed appropriate by the Lunch Program director and the school administration. During this time it is the parent/guardian's responsibility to make alternate lunch arrangements, not involving the school. A meeting will be set up with the child, parents/guardians, Parent Council Treasurer or Parent Council Designate, Principal and Lunch Program Director to determine a successful resolution **before the child will be allowed back in the program**. The meeting will be recorded in writing and all involved must sign the copy and copies be given to all parties involved.

#### **Final notification**

The child will be permanently removed from the program and a refund will not be issued.