

# École Riverview School

## Lunch Program

### Handbook

2008 - 2009

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## Mission Statement

The École Riverview School Parent Advisory Council Lunch Program will provide students with a safe and fun environment in which to have lunch.

## Role of the Lunch Program Committee

- The Lunch Program Committee is comprised of parents elected by the E.R.S.P.A.C. The Committee is involved in over-seeing the operation of the lunch program and staff scheduling. Their job descriptions are available from the E.R.S.P.A.C. chair.

<i>Chair and Volunteer Coordinator</i>	Louise Cameron
<i>Co-Chair &amp; Parent/Staff Liaison</i>	Lisa Sinnicks
<i>Payroll</i>	Stacy Wade
<i>Treasurer</i>	Kevin Shand

- The Chair and/or Co-Chair will attend regular E.R.S.P.A.C. meeting. Monthly reports will be presented at the E.R.S.P.A.C. meetings. Information to be included will be a financial report, overall operation of the lunch program, areas of concern or items to be voted on.

## Staffing of the Lunch Program

- The daily operation of the lunch program is supervised by:

<i>Supervisor</i>	Diana Armstrong
<i>Co-Supervisor</i>	Tina Vermeulen

- The number of additional paid personnel required to supervise the students of the lunch program will be dependent on the number of students enrolled in the program. The E.R.S.L.P. recommends, as a minimum, a ratio of one adult for 20 students, which is in keeping with the Winnipeg School Division No. 1 guidelines.
- All applicants must complete an application provided by E.R.S.L.P. The interview panel will consist of the Lunch Program Chair and the Chair and/or Co-Chair of the E.R.S.P.A.C. The wage paid to each paid worker will be voted on by the E.R.S.P.A.C. A job description for each worker is available through the Lunch Program Chair.

## Medication Policy

The E.R.S.L.P. cannot assume responsibility for administering any medication other than Epi-pens.

## **Fees and Payment**

All parents/guardians whose child(ren) participate in the lunch program are required to pay an annual fee. The annual fee paid by each parent goes toward the total operating budget of the lunch program. A yearly review of fees will be voted on by the E.R.S.P.A.C. An annual registration fee may also be instituted.

Parents/guardians may also have the option of working in the lunch program in lieu of the annual fee. The number of shifts required will be dependent on the number of parents/guardians who express interest in this option and the supervising needs of the lunch program. The lunch program cannot guarantee that all parents/guardians who elect this option will be selected. All parents/guardians who are selected will be required to pay a fee for any shifts that are not worked. The amount of this fee will be determined annually and will be included on the fee schedule.

## **Program Description and General Information**

- The lunch program is a non-profit service which is governed by the École Riverview School Parent Advisory Council (E.R.S.P.A.C.). If any excess funds are accumulated after charging a reasonable rate the surplus will be used to enhance the lunch program.
- The program is open to all families of École Riverview School who need to have their school-aged child(ren) (grades 1-6) remain at the school during lunch hour.
- The lunch program operates every school day except for in-service days and special activities (such as Pizza Day). There will be no refund for days not used. *It is also important to note that the lunch program is not available for students who have half-day in-services.*
- The general ledger of the lunch program will be available to any parent/guardian whose child attends École Riverview School. However, personal information such as registration forms and parent/guardian fees are for the sole use of the Lunch Program Committee.
- Any concerns should be directed to the Lunch Program Chair, not the School. The Principal, although not directly involved in the daily operations of the lunch program, is consulted regarding any serious concerns with the lunch program.

- **If your child is going to be absent from the lunch program, the parent/guardian, not the child, must phone the Lunch Program Call Back Line @ 284-5444. NO NOTES PLEASE.**
- If a child becomes ill during the lunch program, the parent/guardian will be contacted.
- The E.R.S.L.P. follows the Winnipeg School Division No. 1 lunch program guidelines.

### **Daily Routines of the Lunch Program**

- The students will be given until 12:25 p.m. to eat their lunch.
- At 12:25 p.m. all students are to go outdoors, weather permitting. In the winter months, the wind-chill will be monitored, and the children will be kept indoors in accordance with the school division's guidelines.
- The entry bell rings at 12:55 p.m.

### **Guidelines for Students in the Lunch Program**

- All items brought to the lunch program are to be labeled. Please remember to bring utensils, such as spoons or forks, if they are required. The lunch program cannot be held financially responsible for any lost articles. Children are accountable for their personal belongings.
- Students should bring all of their outdoor clothing to the lunch program when leaving the classroom at noon.
- After finishing lunch, students must clean up their area, place any garbage in the garbage cans provided, and place their lunch kit in their room's rubber bin.
- All students must receive permission from the lunch program staff if they wish to go to the washroom.
- Any crafts, games or sports equipment must be returned to their designated places.

# Behavior Expectations

The student must comply with established behavior expectations. Failure to do so may result in the suspension or expulsion of the student from the lunch program.

## École Riverview School Lunch Program Rules:

Children are expected to eat and to remain on the school grounds. *If your child will not be attending the lunch program on a scheduled day, the lunch program supervisor must be notified.*

Follow all school rules regarding appropriate behavior:

1. Be kind.  
Use manners, and a pleasant/quiet indoor voice. Show respect and courtesy to the staff/volunteers and other students. By showing respect and courtesy the student(s) can also expect to be treated with respect and courtesy by the staff/volunteers and other students in the lunch program.
2. Do your job.  
Remain seated and eat your lunch.
3. Act safely.  
No throwing food and no sharing food.
4. Keep your hands and feet to yourself.
5. Respect everyone and everything.  
Respectful table manners and use of the equipment and games of the lunch program in a manner that will not damage them.

**Attending the lunch program is a privilege.**

**All rules must be respected.**

## Consequences for Rule Infractions

- 1) For the first offence, the student will be given a verbal warning.
- 2) For the second offence, the parent/guardian will be phoned and a letter will be sent home indicating that the student will be suspended if there are any further discipline problems. The signed letter must be returned the following school day to the Lunch Program Supervisor.
- 3) For the third offence, the parent will be phoned and will receive a written suspension notice, which will indicate the dates the student is suspended from the lunch program. The length of the suspension will be based upon the severity of the infraction.
- 4) If, after returning to the lunch program following the suspension the inappropriate behavior continues, the child will not be allowed back into the lunch program and the parent/guardian will be asked to make other arrangements for their child's lunchtime care.
- 5) **In the event of a serious incident, such as fighting or belligerent behaviour, an immediate suspension can occur. A re-entry meeting between the parent/guardian, the child, and the Lunch Program Chair may be required before the child is re-admitted to the program.**

## Parent/Guardian Appeal/Complaint Procedure

In developing the policies and procedures for the lunch program, the best interests of the children and their parents/guardians are the main objective. However, if there is opposition or disagreement to the application or enforcement of any of the policies and procedures the following steps can be followed:

- 1) The parent/guardian should contact the Parent Liaison (or in absence of one, then the Lunch Program Chair) either by phone or in writing.
- 2) If the parent/guardian and the Parent Liaison/Lunch Program Chair and sub-committee cannot attain a satisfactory resolution to the problem, a meeting will be held with the aforementioned parties and the Chair and/or Co-chair of the E.R.S.P.A.C. in order to achieve a resolution.