

# Waverly Park School

## Lunch Program by Parent Council

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### *Guidelines and Expectations 2026-2027*

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#### **PURPOSE**

The Parent Council ran Waverly Park Lunch Program is a non-profit organization dedicated to providing our students with a safe, responsible and respectful environment for parents/guardians who choose to have their children supervised over the lunch break.

#### **ABOUT THE PROGRAM**

The Waverly Park 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.

If students are registered for the lunch program, they will be **expected to stay at the school during the lunch hour** unless excused by a guardian. Attendance will be taken and guardians will be notified if registered students are leaving during the lunch hour.

Supervisors, hired by the Parent Council, will supervise the lunch room and playground during the lunch hour **(11:30-12:30)**.

Please ensure your child has weather appropriate clothing. During inclement weather, students will remain inside. The supervisors will then monitor the classrooms and hallways while the children eat their lunch. Please remind your child that they must eat their lunch within this time period.

Students who don't participate in the Lunch Program may not return to school before **12:30**.

For safety reasons, please sign out students at the school office if they will be leaving the school during the lunch break, or call and leave a message for Mrs. Skrupa if your child has permission to leave the school during the lunch break.

Waverly Park School is a **peanut, nut, and fish free school**. Please be aware that foods or snacks containing peanut, nut product or fish are not permitted in the school or on the playground. These products have a fatal result for children with this allergy. This includes products that have the label "May contain nuts" and/or "Made in a factory that produce nut products". In some classrooms, there may be children with other serious allergies. Any food item that may be questioned of its content should be labeled:

i.e. A sandwich made with Wow butter should be marked. **Please note** that Lunch Program supervisors are **not** responsible for monitoring the contents of students' lunches.

Please **do not** send glass containers. Please supply your child with a **spoon and fork**. Utensils are not provided by the lunch program.

The Lunch Program is not a fundraising venture; it is a non-profit organization with all money collected used to pay for the wages of those hired to supervise during the lunch break, pay for any training required, and for miscellaneous expenses related to the operation of the Lunch Program. All funds from this program are managed from the Waverly Park Parent Council.

## **REGISTRATION**

Registration forms will normally be sent home with every student in the spring 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 [WaverlyParentCouncil@gmail.com](mailto:WaverlyParentCouncil@gmail.com)

All registration forms should be completed by **August 1<sup>st</sup>, 2026**

Invoices are due by **September 7<sup>th</sup>, 2026**

We will require one Registration Form for each family 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 be entered into at any time during the school year by emailing a completed copy of the registration form to [WaverlyParentCouncil@gmail.com](mailto:WaverlyParentCouncil@gmail.com) or dropping one off at the school office.

## **REGISTRATION OPTIONS**

To maintain the operation of the Lunch Program, there will be no days or reasons where the user fee is not required. The user fee will continue to be payable on days where a child is involved in any lunch hour activity. **There will be no exceptions for lunch time activities, school patrols, student leadership positions, field trips, days your child is absent from school due to illness or other reasons, etc.**

For students who are not registered in the Lunch Program and who wish to take part in a School Staff-supervised event, the student will require the approval of the Supervising Staff member prior to staying and participating.

If your child is entering Kindergarten or Grade 1–6 in 2026-2027 school year, the registration options are:

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

Winter time – the student will stay for lunch during the winter months (November – March)

Occasional pass – the student will stay for lunch the odd time and need a 10 stay pass.

## **FEES and METHODS OF PAYMENT**

Fees for 2026-2027 are:

<b>First Child:</b> Full time - \$300	Kinder \$150
Winter time only - \$160	Kinder \$80
<b>Second Child:</b> Full time - \$250	Kinder \$125
Winter time only - \$130	Kinder \$65
<b>Third Child:</b> Full time - \$200	Kinder \$100
Winter time only - \$120	Kinder \$60
<b>Punch Card:</b> \$40 / 10 passes	-

- Payment Methods: E-transfer payments can be made to WaverlyParentCouncil@gmail.com. Please include the **invoice number**, your name and your child's name in the comment section
- Cheques are payable to **Waverly Park Parent Council** with the **invoice number** in the memo section. Cheques can be delivered to the school office before June 26<sup>th</sup>, 2026 or again in September 2026
- No Cash payments

## **RECEIPTS**

Receipts will be issued upon request.

## **REFUNDS**

There will be no refunds unless the student is transferring out of the school; in this event, the unused portion of the user fee will be returned.

## **EXPECTATIONS**

The Waverly Park 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 break a safe and friendly place for all children attending the Lunch Program. You will be notified if your child does not follow these expectations. If the behavior continues, your child could be removed from the Lunch Program. Please see the Behavior Management Policy.

## **BEHAVIOUR MANAGEMENT**

The Brandon School Division adheres to the “Code of Conduct” to promote a healthy School culture. The BSD 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. Students, parents, and staff are to behave in a respectful manner and comply with this code.

Our School’s Lunch Program has some basic expectations that students are expected to follow so that we can maintain a safe, orderly, and relaxing atmosphere for all lunch break participants. These expectations are listed below and reviewed continuously with all students throughout the year.

From time to time, a small number of students find it difficult to follow the expectations of acceptable behavior for the Lunch Program. These students are given reminders and encouragement to behave. When concerning behavior persists, then you have a right to know about it.

Therefore, when a student is not following classroom/School expectations during the lunch break, School Administration will implement the following procedure:

1. The Supervisor will speak to the student about the problem and School Administration will be advised.
2. In the case of ongoing unacceptable behavior or in the event of a serious incident a phone call home to the parent/guardian explaining the incident and requesting that the Expectations for Lunch Time be reviewed with the child. A continuum of strategies will be used as a response to lunch break behavior issues. These could include approaches such as verbal reminders, lunch recess time out or lunch in an alternative location.
3. Should the unacceptable behavior continue, the student may lose lunch privileges. Parents would need to make other arrangements for their children during the lunch break.

## STUDENT EXPECTATIONS FOR LUNCH TIME

### BE RESPONSIBLE:

Eat your own lunch



Clean up after yourself



### BE RESPECTFUL:

Raise your hand if you need help



Use an indoor voice



### BE SAFE:

Stay seated



Keep hands and feet to self



Parents have the responsibility to review and promote cooperation regarding these expectations with their child on a regular basis. Your child's signature on the Registration Form is his/her promise to abide by these expectations.

**If you have any questions or concerns about the information contained in this Registration package, please contact Ms. Williams at the school office at (204) 729-3250 or you can email us at [WaverlyParentCouncil@gmail.com](mailto:WaverlyParentCouncil@gmail.com)**