

## **Green Acres Lunch Program Agreement & Parent Handbook**

**Green Acres School  
335 Queens Ave E  
Brandon Mb.  
(204)729-3265**

[greenacreslunchprogram@gmail.com](mailto:greenacreslunchprogram@gmail.com)

**Lunch program supervisor:  
Sherri Strutt: (431) 541-4330**

### **Part A: Introduction & Program Description**

#### **Green Acres Lunch Program Committee**

**Coordinator:** Kristina Vander Meer  
**Vice Coordinator:** Vacant  
**Secretary:** Belinda Griffith  
**Treasurer:** Shawna Ducharme

#### **WELCOME to GALP (Green Acres Lunch Program)**

GALP is a volunteer, parent run committee that facilitates the supervision of students in **Kindergarten to Gr. 8** during the lunch break. GALP employs 3-4 employees every school year; a Program supervisor and Lunchroom Supervisors. The Program supervisor and lunchroom supervisors are paid positions which are funded by GALP fees. Our employees provide supervision for your child/children during the lunch hour from 11:40 am - 12:40 pm. Children are responsible for bringing their own lunch to school.

During the lunch hour the students will enjoy their lunch in their designated lunchroom until 12:10pm. Each classroom has up to 25 students. Students will then enjoy the great outdoors in a supervised area of the playground. During inclement weather (in accordance with the Brandon School Division guidelines) the students will remain indoors in designated areas set up with supervised activities as established by the GALP supervisor. **Example of indoor activities:** board games, computers, educational shows, & gym.

GALP meetings generally take place on the second Monday of each month. These meetings will be posted on the Green Acres website. The GALP Committee joined by Mrs. Cords will be present at these meetings. Anyone with questions or concerns are welcome to join us. If you are unable to make the meeting but have questions or concerns about the lunch program you may contact us by email or calling/texting the program supervisor.

Please keep this copy of the GALP agreement/handbook as it should answer most questions you may have. A copy of the agreement can also be viewed online at:

<https://www.bsd.ca/greenacres/page/8859/lunch-program>

## **Part B: Registration & Financial Agreement**

Completed registration forms are required for both **new and returning students** to attend the lunch program. Registration forms need to be filled out and returned to the school by the date indicated. Due to high demand for the lunch program it is possible that the program may be capped. Registration is available on a first come first serve basis each year. You can find registration forms at the school office and on the Green Acres School website.

If any updates need to be made to your child's file throughout the year, such as change of phone number or email address please contact the GALP Supervisor as soon as possible.

### **We offer the following 2 Payment Options:**

**1.Full Payment:** Payment is due by the date indicated on the registration form, by cash, Cheque, or Internet E-transfer. If you are paying by cash or cheque it will need to be in a sealed envelope and addressed to the Sherri Strut Lunch Room Supervisor.

- 1st Child - **\$250.00**
- Additional Children - **\$150.00 each**

**2.Bi-Annual (twice a year):** Payments are due by the date indicated on the registration form, by Cash, Cheque, or Internet E-transfer. If you are paying by cash or cheque it will need to be in a sealed envelope and addressed to the Sherri Strut Lunch Room Supervisor.

#### **First Payment**

- 1st Child - **\$100.00**
- Additional Children - **\$60.00 each**

#### **Second Payment**

- 1st Child - **\$150**
- Additional Children - **\$90.00 each**

Make checks out to **Green Acres Lunch Program** & E-transfers to [greenacreslunchprogram@gmail.com](mailto:greenacreslunchprogram@gmail.com)

#### **Late/Missed Payments**

If payment is not made in full on or before its due date your spot in the Green Acres Lunch Program will be terminated starting on the 1st of the following month. Your child will no longer be permitted to stay at school over the lunch hour until fees are paid.

If you cannot make your payment on time it is up to you to contact the Green Acres Lunch Program to make payment arrangements prior to the day it is due. It is your responsibility to pay your fees on time.

GALP fees pay our lunch supervisors wages and therefore if we do not receive fees on time it makes it difficult for us to pay them. As the lunch Program is non-profit GALP fees also go towards office supplies, phone fees, and occasional treats for lunch program students when possible.

## **NSF Checks**

There will be a \$30.00 charge for all NSF cheques. You will be contacted and GALP fees will be due the following day along with the NSF charge. If payment is not made the above Late/Missed Payments agreement will come into effect.

## **Withdrawal:**

Contact the lunchroom supervisor as soon as possible should you choose to withdrawal your child from the lunch program. As payments for portions of the month are not excepted the remainder of the current month will not be refunded. Fees for the remainder of the year will be refunded.

## **Part C: Rules & Regulations**

### **Attendance:**

If your child is attending school but will be absent from the lunch program please notify the lunch program supervisor via text message or call to (431) 541-4330, or a note. This will help keep the lunch program running smoothly and is for the safety of all children.

### **Cutlery & Dishes:**

All Items brought to the lunch program are to be labeled. Please remember to provide utensils if your child requires them. The lunch program is not responsible for any lost items. Children are responsible for their personal belongings.

### **Allergies:**

Green Acres school is an allergy safer school therefore certain foods and foods that may contain those allergens are not permitted. You can find a list of the present food allergies in the schools handbook and their website.

### **Hot Lunches:**

Hot lunch forms with the menu items will be sent home with students each month. Hot lunches will begin in **October** and are optional at an additional cost. Parents can choose which lunches to purchase and return the form with payment to classroom teachers. Hot lunches are served every other Friday for those who choose to purchase them. Whenever possible the lunch program offers free hot lunches to all those registered in the lunch program. Sending extra side dishes or snacks for your child(ren) is recommended for those that purchase hot lunch. **Note:** If your child(ren) are participating in Hot Lunches, please note no change will be given, and refunds will not be given for missed meals. Absolutely **NO LATE** orders will be accepted. More details on hot lunches are provided on the hot lunch forms.

## **Lunchroom Rules:**

**Students must follow all school rules regarding appropriate behaviour.**

- I. BE SAFE, RESPONSIBLE AND RESPECTFUL-** Use Manners and a pleasant/quiet indoor voice. Showing respect and courtesy from both students & lunch room supervisors helps the lunch program run smoothly.
- II. DO YOUR JOB-** Use table manners, remain in your seat and eat your lunch.
- III. ACT SAFELY-** No throwing or sharing food.
- IV. KEEP YOUR HANDS AND FEET TO YOURSELF**
- V. RESPECT YOUR ENVIRONMENT-** Be respectful of the lunch program and school equipment. Behave in a manner that will not damage them.

## **Behavior Management:**

The Supervisors are expected to treat each child and each other with respect and promote an environment that is safe, free from harassment and bullying, and encourages the social development of each student.

The students are expected to be respectful and courteous towards Supervisors and each other. Rudeness and bullying **will not** be tolerated.

**Attending the Lunch Program is a privilege. All rules must be respected.**

*Please review the GALP policies and procedures with your child(ren) so they know how the program works.*