



CLIFTON SCHOOL

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Clifton School Parent Council Lunch Program Registration Form

Dear Clifton Families,

The attached information is your registration form and contract. All children staying at the school for lunch at any time must have this filled out. Fees must be submitted by the first of every month for the student to be allowed to stay for lunch. The Clifton School Parent Council Lunch Program is available for all students from Grade 1-6.

Enclosed, find a copy of the policies and procedures by which the program abides. Attached on the back two pages is the registration form. On the form please indicate each student that will need supervision at lunch. Even if the student may stay only a few times during the year, the form must be completed.

All children staying for the lunch program must be on the family registration form. Please be sure to have the forms submitted on the students first day of school.

NOTE: It is very important that we have a phone number to contact you. We do not have access to the school information. The lunch program can not store drinks or food for students. We do not supply forks or spoons; you must pack them. We do not do heat ups.

Registration options

Even if you think the student will stay at school for lunch only once, a registration form must be completed.

- Full time, the student will be eating lunch at the school everyday.
- Occasional, the student will only be eating at the school one or two days a week. (if more than two days you will be considered full time.)

Lunch Program fees

Full time- \$30 per month (one student) \$300 per year
 \$60 per month (two or more students) \$600 per year

Occasional fee- \$3 per student, per day. If the student stays more than 2 days per week they will be charged the monthly fee. Casual attendance payment can be given to the room supervisor, dropped in the blue mailbox outside the office or e-transferred. Please make sure the students name is noted.

Please keep your fees up to date. Students whose fees are not up to date will not be permitted to stay for lunch. If you have outstanding fees from last year they must be paid before the student attends the lunch program, unless payment arrangements have been made. We understand that situations sometimes arise that are beyond your control. That being said, the coordinator is willing to work with you if you contact them to discuss your circumstances. Please email cliftonschoollp@gmail.com.

Payment options

The year can be paid in full at the start of the year or by monthly payments.

Payments can be made by cash, cheques (monthly or post dated), e transfer, or credit card. We use an accounting system called Wave, you will be emailed your invoices on a monthly automated service. **Please keep them as your payment receipts.**

If paying by credit card you will be charged the additional processing fee. (Currently the fee is 2.9%, however that is subject to change at anytime, at the discretion of Wave)

If you have a balance owing from the previous year you will need to make payment arrangements to use the program.

If you are using post-dated cheques, please make it payable to Clifton school lunch program. If they are returned NSF you will be charged a \$25 fee.

For payment made by E-Transfer please send to cliftonschoollp@gmail.com. In the message make sure the students name and class number are indicated.(We can track your payments better this way.)

Lunch program PBIS expectations

Be safe:

Sit quietly, no sharing food, no peanut butter or nut products, no seafood of any kind.

Be respectful:

Eat your own lunch, use a quiet voice, and listen to the adult the first time.

Be responsible:

Ask permission before leaving the room, clean up your garbage.

Addressing student behavior concerns

The Clifton School Lunch Program follows the Winnipeg School Division Code of Conduct when working with staff, students and families.

Lunch program staff will work diligently to establish and maintain a positive, caring and inclusive environment. Following the school PBIS core expectations, all staff and students shall act in such a way as to be safe, be respectful and be responsible.

The following is a list of consequences that may be used in addressing students behavior:

- Conversation with the student/ verbal warning (a notice will go home so you know this has happened.)
- Loss of privileges, ie lunch recess
- Written warnings
- Plan created with parent or guardians
- Lunch program suspension
- Removal for the program

Addressing a Parent or Guardian concern

If at anytime you have a question or concern about an incident in the lunch program please follow this established procedure:

- Contact the Lunch Program Coordinator first to share your concern.
- If your concern is not resolved, please contact the Parent Council, pac.cliftonschool@gmail.com
- If the concern is not resolved, contact the school principal, who may also seek consultation from their Director, if required.

Parent/Guardian Agreement

I, the Parent/Guardian, am aware that the Clifton School Lunch Program fees are due for the month, before or on the first day of each month, unless arrangements have been made prior to the due date with the Program Coordinator. I understand that if the student's fees are not paid, they will no longer be part of the lunch program and I must make arrangements for them during the lunch hour.

I understand the possible consequences for the lunch time behaviors can consist of a time out, lunch recess removal, lunch program suspension and possible removal from the lunch program. I understand that if the student is having behavioral concerns, the coordinator may contact me to discuss the situation and determine the consequences for the behavior.

I, the Parent/guardian, am aware that if I write a cheque and it is returned NSF (non-sufficient funds) that I will be charged the amount on the cheque plus a \$25 processing fee. If it happens a second time, the payment method will have to be changed.

I, the Parent/Guardian, understand that if the student is in Clifton School Lunch Program, they must stay with the class and not leave the school grounds unless released to an adult picking them up.

I understand if I choose to pay by credit card I will be charged the current processing fee.

I, the Parent/Guardian, am aware that by signing the registration form; this will confirm that I have read the information. I will be held accountable for all infractions of the Lunch Program registration policy.

I authorize the Parent Council to collect and use the information included in this form for the purpose stated in the "Collection of Personal Information" statement. I also agree to all terms and agreements on this registration form.

_____ **Parent/Guardian signature**

_____ **Date**

_____ **Lunch Program Coordinator signature**

Registration Form

Family name (last name of student(s)) _____

Student(s) attending Lunch Program

Room #

Parent/Guardian Information

Parent name (please print): _____

Phone #: _____ Cell: _____

Email: _____

Alternate Parent/Guardian

Name : _____

Phone #: _____ Cell: _____

Email: _____

If parent/Guardian can not be reached please call:

Name: _____ Relationship: _____

Phone #: _____ Cell : _____

Does the student/s have allergies, food or otherwise, or any medical or behavior concerns the room supervisor should be aware of? _____ Yes _____ No

If yes, Please specify: _____

If the student has an epi-pen/ puffer please ensure they carry it on them at all times during the lunch hour. No other medication is allowed to be taken during the lunch hour in the Lunch Program. (Please make arrangements with the school office if any other medication needs to be taken.)

Collection of Personal Information:

This Personal information is being collected for the purpose of providing service for the student who attends the lunch program operated by the Parent council.

All information collected and retained under the guidelines of the Personal Information and Protection of Electronic Documents Act. The information may be retained in electronic and/ or hard copy format and will be used only for the purpose stated on this form. Access to this information will be provided to the staff and/or executives of the Parent Council organization and/or the WinnipegSchool Division administrative staff on a need-to-know basis.