

Harrow School Parent Advisory Lunch Council Program Application Form for 2025-2026

Dear Harrow School Families/Guardians:

Please read this application thoroughly before applying. The Lunch Program is provided to our families under the supervision of the Harrow Parent Advisory Council and follows the guidelines established by the Winnipeg School Division as well as the Harrow School Code of Conduct.

The Lunch Program will begin on Wednesday, September 3, 2025. Please submit this registration and the payment for the month of September by Friday, September 5th to be accepted into the lunch program. Any amounts owed from the previous school year must be cleared prior to the above date. Failure to do so may result in your child(ren) being placed on a waitlist until it is **PAID IN FULL**. Please make cheques out to Harrow Lunch Program and drop off at the school office (any returned cheques will be subject to an unwaivable **NSF fee of \$5.00**). You may also pay your fees by e-transfer to harrowlunchprogram@live.ca

Please make sure to include the name of your child(ren) and the month(s) you are sending payment for in the comments area. Following September's payment, you may then choose to make monthly payments or pay the year in full ahead of time.

The lunch program is supervised by **PAID** employees for 1-hour a day plus a full-time coordinator who oversees the program. Students are expected to bring their own lunches, but microwaves are available for 1-minute heat ups (please do not send frozen items). Health regulations dictate that staff may not directly handle food. Make sure to send only microwave safe containers. Please ensure you also send the proper tools as we will not provide cutlery or straws. Harrow school is a **NUT FREE** school. Students will eat in their classrooms. Students are not allowed to trade lunches and are not permitted to use technology over the lunch hour.

The following fees are as follows:

1 child: \$35.00 per month 2 children: \$65.00 3 children: \$100.00

Please note the above costs are **monthly and are due on the 1st of each month. Failure to pay may result in your child being removed from the lunch program.**

Lunch program is a full-time commitment; we do not offer part-time membership.

Please understand that by submitting this application you agree to the following:

- If you are planning a lengthy vacation, you are obligated to give 1 month's notice, or you will be required to pay for that time.
- We require 1 month's notice if you wish to withdraw from the program.
- Payments not received before the 21st of the month may result in you being asked to find alternative lunch arrangements.

Your fees go toward the following:

- Paying the staff to supervise the children in their classrooms as well as outdoor activities.
- Provides games and activities during indoor recreation time when the weather is too hot or cold.
- Whatever else needed to run the program.

Your child(ren)'s safety is our #1 concern. Any of the following behaviours will be deemed unacceptable and may result in your child(ren)'s immediate removal from lunch program.

- Offensive language
- Fighting
- Disrespectful/unsafe behaviour
- Spitting or biting

Our protocol for these behaviours is as follows:

- First notice will be communicated with a phone call.
- Second notice will be followed up with a letter which the family/guardian must return signed before the child(ren) may return to the Lunch Program.
- Third notice will require a meeting between the lunch program coordinator, the family and Principal before re-entry is granted.

Student Name: _____ **Grade:** _____ **Room:** _____

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I give permission for Harrow School staff to share and contact information in the event of an emergency.

Phone number: _____ **Email Address:** _____

I have read the PAC Lunch Program Guidelines and agree to all the above terms and conditions.

Parent/Guardian Signature: _____ **Date:** _____

