

Harrow School Parent Advisory Council Lunch Program Application Form for 2024/25

Dear Family members/Guardians of Harrow School Students:

Please read this application thoroughly before submitting. The Lunch Program is provided to Harrow school families under the supervision of 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 September 4/ 2024. Please submit this registration and the payment for the month of September before this date to be accepted into the Lunch Program. Any amounts owed from the previous school year must be cleared up prior to the above date. Failing 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.

Lunch Program fees are as follows:

1 child: \$35.00 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 months' notice, or you will be required to pay for that time
- We require 1 months' 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 towards 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 children's safety is our #1 concern. Any of the following behaviors will be deemed unacceptable and may result in your child(ren)'s immediate removal from Lunch Program:

- Offensive Language
- Fighting
- Spitting or Biting
- Unsafe behaviors

Our protocol for these behaviors is as follows:

- First offence Phone call home
- Second offence a letter will be sent home, and a signature will be required for the child(ren) to return.
- Third notice will require a meeting between the Lunch Program coordinator, the family and Harrow school Principal before reentry is granted.

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

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

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

_____ Date: _____
Parent/Guardian Signature

Phone number _____

Email address _____

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

_____ Date:
Parent/Guardian Signature