

# École Riverview School Lunch Program

## ERSLP Registration 2023-2024

Hello Parents,

Thank you for your interest in the École Riverview Lunch Program!

The École Riverview Lunch Program (ERSLP) is a subcommittee of the École Riverview Parent Advisory Council (ERSPAC), made up of parent volunteers who organize and coordinate the lunch program. The program coordinates student registration, student supervision over the lunch hour, hiring and training of staff, and staff payroll. Staff are typically parents of students enrolled at École Riverview School.

The ERSLP committee also coordinates the Fun Lunch program (Healthy Hunger), allowing parents to choose hot lunches from a number of local restaurants to be delivered to their child's classroom on selected days of each month. More information on the Fun Lunch program will be sent to parents at the start of the 2023-2024 school year.

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**We need your support!** This essential program can only continue through our collective efforts as parents. In particular, we are looking for individuals willing to supervise our children over the lunch hour (2 or more days per week preferred), and for individuals to join the ERSLP committee. Please contact the Lunch Program at [riverviewlunchprogram@gmail.com](mailto:riverviewlunchprogram@gmail.com) to get involved.

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### REGISTRATION

ERSLP encourages parents to register their children for the 2023-2024 academic year using this online registration platform. If a paper form is required, please contact the school or [riverviewlunchprogram@gmail.com](mailto:riverviewlunchprogram@gmail.com) to make arrangements.

#### Payment Options:

Cheque or E-Transfer: Choose "Cash/Cheque" in the payment section. E-transfers must be a one-time payment of the full registration fee. Cheques may be used to pay either in full or in 5 instalments. Instructions for payment are provided at the end of the registration form.

\*Registration is not considered complete until payment is received.

#### 2023-2024 Fees:

Registration fees are primarily used to cover payroll for lunch program staff, equipment and supplies for student use during the lunch hour and program administrative costs. The program is run by parents and for parents, and we try to keep fees as low as possible.

First Student - **\$325.00**

Each Additional Student - **\$300.00**

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PLEASE REVIEW THE FOLLOWING AND KEEP FOR YOUR RECORDS

### **GENERAL**

Parents/Guardians are responsible for providing a full lunch for their children. Some classrooms also have snack time - please ensure your child has enough for snack and lunch.

- Please send your child(ren) with any utensils they may need.
- Please label lunch kits with your child's name and room number.
- Please remember to update any information changes throughout the school year.

If you have notified the school that your child will be absent, you do not need to notify the Lunch Program.

If your child has permission to leave the school during the lunch hour on a particular day, please send a note with your child or email the LP Director (contact info below) before 11:00 am.

### **ALLERGIES**

We have students registered in the Lunch Program with severe food allergies. We ask that families help keep all our students safe.

\*The following foods are not permitted in the Lunch Program: **BANANAS, FISH OR SEAFOOD OF ANY KIND, NUTS OF ANY KIND**. We thank you for your cooperation.

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### **EXPECTED BEHAVIOURS IN THE LUNCH PROGRAM**

The École Riverview School Lunch Program (ERSLP) works closely with École Riverview School and strives to maintain consistency throughout the school to make expectations and transitions easier for the students.

#### **École Riverview School Expectations:**

The ERSLP follows the PBIS (Positive Behavioural Interventions and Supports) expectations (Be Respectful, Be Responsible, Be Kind) that have been put in place by École Riverview School. Please review these expectations with your child(ren):

#### **PROUD TO BE RESPECTFUL**

- Listen to ALL adults the first time.
- Stay seated at your desk and eat your own food. Use a quiet voice.
- Respect allergies.

#### **PROUD TO BE RESPONSIBLE**

- Come prepared with everything you need.
- Keep area clean - use garbage, recycling & compost.

#### **PROUD TO BE KIND**

- Keep hands & feet to yourself.
- Be kind regarding others' food choices.
- Use manners: "Please", "Thank you" & "May I?"

**ERSLP Student Expectations:**

The following rules/expectations are aligned with the Winnipeg School Division Student Code of Conduct. Please review these expectations with your child(ren):

- I will show respect, responsibility and cooperation with staff and other children, both inside and outside the school building.
- I will sit down properly at the lunch table.
- I will not throw food, squirt drinks, or grab at other children's food.
- I will clean up after myself, including all garbage from my table and surrounding floor. I will return equipment to its proper place if I borrow it during the lunch period.
- I will follow the school expectations as outlined in our PBIS Plan. I will not leave the playground.
- I understand that BITING, SLAPPING, SPITTING, KICKING, PINCHING, FIGHTING and other forms of PHYSICAL AGGRESSION AND BULLYING are not acceptable and will not be tolerated under any circumstances.
- I understand that VERBAL ABUSE such as SWEARING and TEASING are not acceptable and will not be tolerated under any circumstances.
- I understand attending Lunch Program is a privilege.

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**CONTACTS****Lunch Program Director**

Jenn Szebeledy

Email: [directorerslp@gmail.com](mailto:directorerslp@gmail.com)

\*\*Please contact LP Director for any day-to-day program information, questions or concerns, and any student information changes during the school year.

**Lunch Program Chair (ERSPAC Representative)**

Jocelyne Anderes

Email: [riverviewlunchprogram@gmail.com](mailto:riverviewlunchprogram@gmail.com)

\*\*Please contact LP Chair for information on registration, financial matters, employment opportunities and general operations.

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### Parent/Guardian 1 Information

Last Name:

First (Given) Name:

Email Address:

Phone #:

Alternate Phone #:

Street Address:

City/Province/Postal Code:

Does the École Riverview School Lunch Program have permission to share information with École Riverview School Administration and Staff when appropriate?

Yes  No

Does École Riverview School Administration and Staff have permission to share information with École Riverview School Lunch Program when appropriate?

Yes  No

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### Parent/Guardian 2 Information (If Applicable)

Last Name:

First (Given) Name:

Email Address:

Phone #:

Alternate Phone #:

Street Address:

City/Province/Postal Code:

Does the École Riverview School Lunch Program have permission to share information with École Riverview School Administration and Staff when appropriate?

Yes  No

Does École Riverview School Administration and Staff have permission to share information with École Riverview School Lunch Program when appropriate?

Yes  No

**Emergency Contact #1**

Last Name:

First (Given) Name:

Phone #:

**Emergency Contact #2**

Last Name:

First (Given) Name:

Phone #:

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Student's Preferred Name (if different from first name):

Student's grade in the upcoming school year:

Student's classroom number (if known):

Was your child registered in the lunch program during the 2022-23 school year?

Yes  No

Does your child have any allergies or special needs (i.e. physical, emotional, behavioural) you would like to share with the lunch program staff?

Yes  No

If yes, please describe:

Is there an additional medical plan in place?

Yes  No

If yes, please describe:

Manitoba Health 6-digit Family Number:

Manitoba Health 9-digit Individual Number:

On occasion, students have been asked to volunteer for part of the lunch hour (Junior Leadership Program). Does your child have permission to participate?

Yes  No

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### 2023-24 Registration Fees:

First Student (Fee = \$325.00, 5 instalments of \$65)

Additional Students (Fee = \$300, 5 instalments of \$60)

\*Registration is not considered complete until payment is received.

**\*\*IMPORTANT: Please indicate your name and your child(ren)'s name(s) within the cheque OR e-transfer notes.** The ERSLP program is not responsible for tracking down e-transfers that do not include identification of the parent and enrolled children.

### ONLINE PAYMENT

This option is only available using our online registration form. To make an online payment using credit card, please go to <https://permission.click/BQ7ME/ca>.

### E-TRANSFER and CHEQUE

**E-Transfer:** If you wish to pay by e-transfer you will need to send the **full registration fee** to [ERSLP2021LunchProgram@gmail.com](mailto:ERSLP2021LunchProgram@gmail.com). E-transfer cannot be used for instalments.

**Cheque:** If you wish to pay by instalments, 5 post-dated cheques\* must be dropped off at the main office of École Riverview School prior to the 2023-24 school year. Please place these in an envelope labelled 'ERSLP' or 'Lunch Program'. **\*Please also include a note indicating your name and your children's first and last names.**

**\*Instalment cheques must be dated Sept 20, Oct 20, Nov 20 2023 and Feb 20, March 20 2024.**

The school office will be open for the remainder of this school year and the first week of July, as well as the last week of August.

Method of payment:  E-Transfer  Cheque

Total amount paid (total for all students):

Paid in instalments? (\*\*Cheque only\*\*)  Yes  No

\*Individual cheques for each student are not required. Sum the total for all children, then divide into 5 payments. \*\*Ensure children's names are included.\*\*

Student's Full Name:

Parent's Email Address:

Parent's Full Name:

Parent's Signature:

Date: