



Registration Form 2024-2025

Children who will be in grades 1 – 6 for the 2024-2025 school year are eligible to register.

If your child stays at school over the lunch hour, you must register and pay for this program. Food is not provided through the lunch program. Fees cover the salary of lunch program staff who supervise students as they eat in the classroom and play outside. It is very important you register to secure your spot and so that we can ensure adequate staffing & have important information regarding your child on file.

We are happy to announce that Jamie Ramirez will remain the Lunch Program Coordinator for the 2024-2025 school year. She was a Rockwood parent and has worked the lunch program for several years.

For the upcoming school year, Rockwood School will be piloting a balanced school day schedule.

There will be two nutrition breaks in the day: a 20-minute nutrition break at 10:45 and a 25-minute nutrition/lunch break at 1:05, followed by 30 minutes of outdoor activity. Parents will need to label snacks and lunch to ensure students do not eat all of their lunch in the morning.

Please read the attached registration form carefully and fill one out for **each child**. Regardless of which payment option you choose, you must complete the form and send it in with corresponding payment.

RSPC is excited to announce reduced fees + increased discounts for multi-student families!

Three payment options are being offered; see the registration form for details.

We do have some basic food on hand in case a lunch is forgotten, but children who repeatedly forget their lunch and require one provided by the lunch program, will be billed \$5.00 each time.

Please send napkins and cutlery. The lunch program **does not** supply these items. Rockwood School also encourages the use of re-usable containers and the reduction in the amount of packaging sent in lunches.

Lunch Program staff are paid to supervise your children. For the safety of your child, attendance is recorded each day. If your child will not be attending lunch program, you need to inform the school office.

Please inform the lunch program of any changes in your contact information during the school year.

There is absolutely no sharing of lunches! Rockwood School is an **allergen aware school**. Please refrain from sending items that contain or “may contain traces of peanuts and/or tree nuts”, in your child’s lunch. There are children with life threatening allergies and we want to ensure everyone’s safety. Parents are advised to speak to their children about this rule. This is necessary to reduce the possibility of allergic reactions and will also ensure that your children receive the nutrition that you intend them to have.

If you have additional questions, please contact Jamie Ramirez, Lunch Program Coordinator at rockwoodlunchprogram@gmail.com.

**** If ANY part of the form is received incomplete or correct payment is not attached, it will be returned to you and your child will not be registered for lunch program. ****



Registration Form 2024-2025

This information is collected solely for the purpose of the Rockwood Lunch Program and will not be distributed for any other purpose.

Personal Information (please print)

Child's Name: _____ 2024-25 Grade: _____

Preferred Name Known By: _____

Child's Address: _____ Postal Code _____

Please check the custodial parent: Both Mother Father Guardian

Parent/Guardian 1 Full Name: _____

Address: _____ Postal Code: _____

Phone Home: _____ Work: _____ Cell: _____

Email Address: _____

Parent/Guardian 2 Full Name: _____

Full Address: _____ Postal Code: _____

Phone Home: _____ Work: _____ Cell: _____

Email Address: _____

ALTERNATE emergency contacts during the lunch hour

1st Contact Person: _____

Relationship to Child: _____ Phone: _____

2nd Contact Person: _____

Relationship to Child: _____ Phone: _____

Health Concerns

Manitoba Health (6 digits): _____ Child's PIN (9 digits): _____

Child's Doctor: _____ Doctor Phone: _____

Does your child require a one-to-one aide in school? Yes No

Health Concerns or Special Requirements: _____

I authorize the Rockwood School Lunch Program to obtain a copy of my child's medical URIS form that is on file in the school office (*if applicable*).

I consent to sharing my contact information with RSPC for communication purposes.

I consent to sharing my contact information with RSPC to create a classroom list for play dates, birthday party invitations, etc.

Parent/Guardian Signature: _____ Date _____



Payment Options 2024-2025

E-transfers are preferred. Please send to rockwoodlunchprogram@gmail.com. Your child(ren)'s name(s) must be included in the memo line and accompany a completed registration form. Our account is set up for auto deposit and want to ensure payments are applied and recorded to the correct family.

Post-dated cheques are to be made payable to **Rockwood Lunch Program** and should be included with your completed registration form. NSF cheques and late fees will be charged a \$20.00 fee. After two NSF cheques, you will be on a cash only basis and asked to pay the remainder in full. A default in payment will result in your child being removed from the lunch program.

Monthly payments are due on the 21st to accommodate CCB payments.

****Early Bird discount of \$25.00 per student is available when paid in full before June 26, 2024.**
(excluding annual fee for casual attendance). **Non-Early Bird registration & payment due first day of classes.**

One-Student In Grade 1-6

One-time payment of \$340.00

Two payments, one dated September 21, 2024 for \$170 and the other dated January 21, 2025 for \$170.00.

9 Monthly payments dated 21st of each month from September 2024 to May 2025. September's payment will be \$68.00 and every month after will be \$34.00

Two-Students in Grades 1-6

One-time payment of \$578.00

Two payments, one dated September 21, 2024 for \$289.00 and the other dated January 21, 2025 for \$289.00.

9 Monthly payments dated 21st of each month from September 2024 to May 2025. September's payment will be \$116.00 and every month after will be \$58.00

Three-Students in Grades 1-6

One-time payment of \$765.00

Two payments, one dated September 21, 2024 for \$382.50 and the other dated January 21, 2025 for \$382.50.

9 Monthly payments dated 21st of each month from September 2024 to May 2025. September's payment will be \$154.00 and every month after will be \$77.00

Casual Care

A \$25.00 maintenance fee (per family) due at registration.

The daily rate is \$2.00/child that will be billed at the end of each month.

If your child will be absent from the lunch program, please notify teacher or school office. No refunds will be issued due to illness, extended holidays, extra-curricular activities, field trips, intramurals or suspensions. Refunds for children leaving the school permanently are reviewed on a case-by-case basis.

Tax receipts will be issued by end of February each year.

Accounts must be paid in full to receive your tax receipt.