



## Rockwood Lunch Program Registration – 2023/24

### Registration & Payment will be needed on the first day of school

It is that time of year again!!! We are gearing up for the fall and putting together the pieces to ensure another smooth year ahead.

**\*\*PLEASE READ CAREFULLY AND NOTE ALL CHANGES TO THE PROGRAM\*\***

#### Staffing

We are happy to announce that Jamie Ramirez will remain the Lunch Program Coordinator for the 2023-2024 school year. She is a Rockwood parent and has worked the lunch program for several years.

#### Registration & Payment

Children who will be in grades 1 – 6 for the 2023-2024 school year are eligible for registration.

If your child remains at school for lunch, you must register and pay for this program. 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.

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.

Four payment options are being offered; see the registration form for details. The discount for early payment is only available to those who submit a completed application form with proper payment **on or before the deadline, Friday June 23rd**. No exceptions will be made.

#### **Intercac e-transfers and cheques are strongly encouraged.**

**E-transfers:** please send to [rockwoodlunchprogram@gmail.com](mailto: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. This includes cheques written for fun lunches. *(Please initial box on registration form.)*

Tax receipts will be issued by end of February each year. Accounts must be paid in full to receive your tax receipt.

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. A minimum of two weeks, written notice is needed to withdraw from the program.

#### Important Information

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 204-452-4210.

**\*\* 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. \*\***



Office Use: 1 inst. \_\_\_\_ EBD  
 2 inst. \_\_\_\_  
 10 inst. \_\_\_\_  
 Start Date \_\_\_\_\_

**Registration Form 2023-2024**

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 \_\_\_\_\_ 2023-24 Grade: \_\_\_\_\_  
 Names also known by \_\_\_\_\_  
 Child's Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Please check the custodial parent: Both \_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_ Guardian \_\_\_\_

**Parent 1 (Guardian's) Info**

Full Name \_\_\_\_\_  
 Full Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone No. Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Parent 2 (Guardian's) Info**

Full Name \_\_\_\_\_  
 Full Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone No. Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Health Concerns**

MB. Health (6 digits): \_\_\_\_\_ Child's PIN (9 digits): \_\_\_\_\_  
 Child's Doctor: \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Does your child require a one-to-one aide in school? Yes \_\_\_\_ No \_\_\_\_  
 Health Concerns or Special Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ALTERNATE emergency contacts during the lunch hour**

1<sup>st</sup> Contact Person \_\_\_\_\_  
 Relationship to Child \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 2<sup>nd</sup> Contact Person \_\_\_\_\_  
 Relationship to Child \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

**Children who will not be attending the lunch program for whatever reason must notify staff or school office of their child's absence.**

**I wish to enroll my child in the lunch program for 2023-2024.** Please choose from **one** of the options below. **E-transfer or cheques are preferred, but cash will be accepted as well.**

<b>FULL TIME</b>	<input type="checkbox"/>	<b>One time payment of \$325.00</b> (early bird discount applied if received by June 23, 2023)
	<input type="checkbox"/>	<b>One time payment of \$350.00</b>
	<input type="checkbox"/>	<b>Two payments of \$175.00.</b> One dated September 20 <sup>th</sup> , 2023 and the other dated January 20 <sup>th</sup> , 2024
	<input type="checkbox"/>	<b>9 Monthly payments</b> dated 20 <sup>th</sup> of each month from September 2023 to June 2024. First month will be \$70.00 and every month after will be \$35.00
<b>CASUAL CARE</b>	<input type="checkbox"/>	<b>A \$25.00 maintenance fee (per family) must accompany this form.</b> Cheque should be dated or e-transfer sent no later than August 31st, 2023. <b>Daily rate is \$2.00/child,</b> billed at the end of each month. Payment is due by the 15 <sup>th</sup> of the next month. Your prompt payment is expected and a late fee of \$10.00 will apply.

\_\_\_\_\_ I fully understand the NSF cheque policy outlined in the cover letter. (please initial)

\_\_\_\_\_ I understand that cheques are made payable to **Rockwood Lunch Program** and e-transfers are sent to [rockwoodlunchprogram@gmail.com](mailto:rockwoodlunchprogram@gmail.com) (please initial)

## Rockwood School Lunch Program Code of Behaviour

The Rockwood School Lunch Program is run by the Rockwood School Parent Council and is non profit. From 12:00 noon until 12:55pm, your child will be under the supervision of Lunch Program staff (not teaching staff). Participation in the lunch program is a privilege that is dependent on the child's cooperative behaviour and ability to function independently. This means being able to consume lunch without adult support, follow lunch time routines and be able to dress for outdoors independently. Children who are unable to fulfill these requirements may not qualify to remain in the parent run lunch program.

Lunch program follows the Rockwood School Code of Conduct which can be found in the school handbook. Students are expected to follow the same rules as the school does and show the same respect for supervisors and peers.

Candy and pop drinks are not allowed at lunch program. Students will be asked to put away the items and take them home. Our school is allergy aware. Please refrain from sending items that contain or "may contain traces of", in your child's lunch. There are children with life threatening allergies.

Students can expect to go outside for recess everyday (weather permitting) and should dress appropriately for the weather. A hat, mitts, snow pants, jacket and boots for winter and appropriate rain gear for rainy days.

If behavioural issues arise, we want to work with parents to correct them. The following steps will be taken to help the child to correct their behaviour, verbal reprimand, time out, behaviour improvement form and a phone call home. If the child's behaviour does not correct after a designated time frame, alternate arrangements may need to be made for your child during the lunch period.

### Behavioural Expectations:

1. I will be courteous and show respect to all adult supervisors and students.
2. I will listen to and cooperate with the staff both inside and outside the school.
3. I will ask permission to use things that belong to the school or other children.
4. I will sit down properly at the lunch table and move to another seat if asked to do so by a staff member.
5. I will eat my lunch quietly and neatly. I will clean up after myself and throw away my garbage and recycling in the appropriate containers.
6. I will not share my food or play with food containers of other children.
7. I will not be loud or use offensive language in the lunchroom or outside the school.
8. I will keep my hands, feet and teeth to myself.
9. I will dress appropriately for the weather.
10. I will not leave the lunch area or the playground without permission.
11. I understand that the throwing of food or other items will not be tolerated.
12. I will follow the Winnipeg School Division No. 1 Code of Conduct.

### Unexpected Behaviours:

1. Violence (causing physical harm to anyone)
2. Threat of violence (threatening to hurt someone)
3. Verbal abuse (name calling/swearing)
4. Outright defiance for any supervising adult (being rude or disobeying)
5. Throwing snowballs, stones, mud, food, kicking or spitting.

I/We have reviewed the behaviour expectations with my child and will do my best to see that he/she adheres to the code of behaviour. I further understand that children must be able to function independently in the lunch program.

Signature of parent: \_\_\_\_\_ Date \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date \_\_\_\_\_

By initialing this box you consent to sharing your personal information with RSPC for communication purposes.

By initialing this box you consent to sharing your personal information to create a classroom list for play dates, birthday party invitations, etc.