

# TYNDALL PARK SCHOOL LUNCH PROGRAM

2221 King Edward Street Winnipeg, Manitoba, R2R 1M5

Telephone: 204-421-0065 E-mail: tpklp@yahoo.com

## Fees and Payment Information

*\* As we are a non-profit organization, prompt payment is appreciated.*

**Completed registrations (one per child) are due by Monday, June 19, 2023.**

Families can choose to pay a full-time fee of \$260.00 for the entire school year or a daily drop-in fee of \$3.00. **Payment in full must accompany all applications.** Registrations can be dropped off along with payment at the school (bus loop door) during school hours or submitted electronically if choosing e-transfer payment.

### **Payment options are as follows:**

- 1) E-Transfer, cash or cheque for the full amount \$260.00 OR
- 2) Post-dated monthly cheques. All cheques should be payable to *Tyndall Park Lunch Program* and should be dated for the 1<sup>st</sup> of each month in the amount of \$26.00 per month. E-Transfers will not be accepted for monthly payment option.

**Anyone registering for Lunch Program after June 19, 2023 will be charged a \$25.00 late fee.**

| <b>COST PER STUDENT</b> | <b>FULL Payment</b><br>Due upon registration | <b>MONTHLY Payments</b><br>Due upon registration<br>Cheques dated 1 <sup>st</sup> of each month | <b>DAILY Drop-In</b> |
|-------------------------|--|---|----------------------|
| <b>Full Year</b>        | <b>\$260.00</b>                              | <b>\$26.00 ea</b>   | n/a                  |
| <b>Drop-In *</b>        | n/a  | n/a   | <b>\$3.00</b>        |
| <b>Payable Via:</b>     | E-Transfer, Cash or Cheque                   | Post-dated Cheques only   | Cash Only            |

### **Arrears & NSF:**

Missed payments, or accounts falling into arrears can be a problem, and may in fact jeopardize our program. Should a family have an **account in arrears, they will be denied the use of the lunch program** until all outstanding bills are paid.

- A **\$15.00 fee** will be charged for each/all NSF cheques.
- After **two (2) NSF cheques**, the total amount owing for the remainder of the school year must be **paid in CASH** if the family wishes to remain in the Lunch Program.

In very rare circumstances, special arrangements may be explored on a case to case basis and will be decided by the Lunch Program Coordinator, in cooperation with the school Principal.

### **Refunds:**

Refunds will be issued when students withdraw, or for an extended absence effective the first day of the following month. No refunds will be issued for partial months, or after the first day of the month (regardless of extended absences or withdrawal from the program) as the staffing will already have been established for that month.

### **Income Tax Receipts:**

Tax Receipts will be issued in February. If you need another separate Tax Receipt, we will gladly issue you one at a cost of \$20.

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## **Lunch Program Information 2023 - 2024**

Tyndall Park Community School recognizes that the safety and well-being of all students over the lunch hour is of the utmost importance. **Our objective for the lunch program is to provide a safe and pleasant school environment for the children staying for lunch.**

Over the past years, over 250 students have been staying for lunch on a regular basis. The number of students registered for the lunch program determines the number of supervisors. In order that we may provide the opportunity for all students to stay regularly for lunch, the program is a user pay program as is the case in most other metro school divisions. The Tyndall Park Lunch Program is a non-profit organization. The lunch program fees pay the wages of the adult lunch supervisors who provide the supervision in the classrooms and on the playground.

We encourage all students to be registered so that the lunch program is available to you when you need it. Students may be enrolled full time or use the drop-in option on a casual basis.

We are a Peanut and Nut Aware School. This means there are students who have Life-Threatening Allergies and we take precautions to ensure their safety.

### **Families/students who choose NOT to participate in the Lunch Program:**

- Students must leave the school building, and school grounds, following the dismissal bell at 11:55 am and return no sooner than 12:55 pm. There is no supervision provided for students who are not part of the Lunch Program.

## **Lunch Program Rules and Expectations for Students & Families:**

### **For Students:**

1. Students should remain seated in their assigned seats and use calm, indoor voices, and follow all the instructions of the lunchroom supervisor. They are expected to raise their hands if they need assistance from the supervisor.
2. Students must remain in the supervised areas for the entire lunch hour.
3. Students must bring their own lunches, dispose of garbage appropriately and clean their own messes.
4. Students are not allowed to trade or share lunches, and must bring in their own utensils.
5. Students must check in with their lunch supervisors when going to lunch time school activities

### **For Parents:**

1. Outdoor Activities:  
Students - Ensure your child is properly dressed for the weather conditions. During the colder months, students only remain indoors when the temperature with windchill reaches -28 degrees or more.
2. Lunch Program supervisors take responsibility for all aspects of the lunch hour supervision. In case of an emergency, our Lunch Program Coordinator (or designate), will call the family.
3. The students are expected to be respectful, be responsible and be safe at all times. Students who do not cooperate fully with the supervisors may be suspended from the Lunch Program and families will be responsible for making other arrangements. Parents/Guardians will be notified and involved with any disciplinary action.
4. I understand all the rules, guidelines set forth by the program, and have reviewed the Lunch Program Rules and Expectations with my child/children. I understand if they are not followed, the privilege of my child/children attending this program will be reviewed.
5. I will follow the guidelines set in place as per the rules and regulations when Lunch Program fees become an issue. I understand dates will be given, and failure to pay may result in the student's loss of placement in the program.
6. As a parent/guardian of child/children involved in Tyndall Park Lunch Program, I release the Lunch Program, its governing body, and its employees from any liability regarding loss of property.
7. Upon completion of this form, I request placement of my child in the Tyndall Park Lunch Program.

**Lunch Program registrations for the 2023-2024 school year are due by Monday, June 19, 2023**

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## LUNCH PROGRAM APPLICATION 2023-2024

| STUDENT INFORMATION (Please fill out 1 form for each student)  |                         |   |                                     |
|--|-------------------------|---|-------------------------------------|
| First & Last Name (and Name Known By)  | Grade                   | Room #  | Attended 2022/23<br>(Y/N)           |
| Home Address   | City                    | Province  | Postal Code                         |
| PARENT/GUARDIAN INFORMATION  |                         |   |                                     |
| <b>CONTACT 1:</b> First & Last Name  | Relationship to Student |   | Lives with (Y/N)                    |
| Email Address  | Home Phone #            | Cell Phone #  | Work Phone #                        |
| <b>CONTACT 2:</b> First & Last Name  | Relationship to Student |   | Lives with (Y/N)                    |
| Email Address  | Home Phone #            | Cell Phone #  | Work Phone #                        |
| <b>EMERGENCY CONTACT:</b> First & Last Name  | Relationship to Student |   | Phone #                             |
| <b>ADDITIONAL INFORMATION:</b> (i.e. Allergies, Medication, etc.)  |                         |   |                                     |
| <hr/> <hr/>  |                         |   |                                     |
| <ul style="list-style-type: none"> <li>• I have reviewed the Lunch Program Guidelines and Rules with my child. I understand if my child does not follow them their privilege of attending this program may be reviewed.</li> <li>• I have read and understood the months and dates when the Lunch Program fees are due and understand that failure of payment may result in the loss of a seat and a place in the program all together.</li> </ul> |                         |   |                                     |
|  |                         |   | <b>Signature of Parent/Guardian</b> |
| <b>FULL PAYMENT OPTIONS:</b>   |                         | <b>MONTHLY PAYMENT:</b>   |                                     |
| <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> E-Transfer  |                         | <input type="checkbox"/> Monthly (only post-dated cheques will be accepted) |                                     |

### Office Use Only

| Receipt Issued | Month                            | Date Received | E-Transfer/<br>Cash/Cheque | Payment Amount  | E-Transfer Reference # |
|----------------|----------------------------------|---------------|----------------------------|-----------------|------------------------|
|                | September                        |               |                            |                 |                        |
|                | October                          |               |                            |                 |                        |
|                | November                         |               |                            |                 |                        |
|                | December                         |               |                            |                 |                        |
|                | <b>Income Tax Receipt Number</b> |               |                            | <b>Tax Year</b> |                        |
|                | January                          |               |                            |                 |                        |
|                | February                         |               |                            |                 |                        |
|                | March                            |               |                            |                 |                        |
|                | April                            |               |                            |                 |                        |
|                | May                              |               |                            |                 |                        |
|                | June                             |               |                            |                 |                        |
|                | <b>Income Tax Receipt Number</b> |               |                            | <b>Tax Year</b> |                        |

