

## To The Parents of Springfield Heights Students

The Springfield Heights School Lunch Program Committee would like to offer you some information regarding our lunch program for the upcoming 2018/2019 school year.

Our lunch program is a non-profit program which is dedicated to setting your fees at a rate which allows us to hire a sufficient number of staff personnel that will supervise your children over the lunch hour. Our number one priority is to provide a safe, caring, respectful environment for all students over the hour. The fees you pay are used to pay staff wages and staff training. We strive to operate with a balanced budget with no surplus.

Over the lunch hour, your children will be supervised by adult supervisors and a lunch program coordinator. The lunch program also has a treasurer to keep track of all revenues and expenses. The lunch program is audited yearly. All lunch program staff are overseen by the SHS Lunch Program Committee, consisting of parent volunteers and school administration. The purpose of the committee is to set user fees to ensure a balanced budget, to hire staff and to report on the program to parents at each PAC meeting.

Parents interested in joining the SHS Lunch Program Committee can contact the chair, Mike Fuellbrandt at: [mike.fuellbrandt@gmail.com](mailto:mike.fuellbrandt@gmail.com).

### REGISTRATION PACKAGE PROCEDURE

- One registration form per child every year (please fill out even if your child will not be eating lunch at SHS)
- Forms due (with payment) on June 8, 2018. **PLEASE NOTE: Payment must accompany registration form.**
- Payments can be made in full, with two post-dated cheques (September & February) or with 10 post-dated cheques, dated the first of each month from September 2018 to June 2019. Please make cheques payable to: **SHS Lunch Program.**
- Payment may be made by one cheque for all children in one family. Individual cheques for each child are not required. Please ensure child's/children's names are on your cheque to ensure payment is applied correctly to each student.
- For more information, all program policies and rules can be found on the school website

Thank you for your cooperation, and we will see you in the fall!

Springfield Heights School Lunch Program

**SHS LUNCH PROGRAM**

**KINERGARTEN REGISTRATION FORM 2018/2019**

**CHILD'S NAME:** \_\_\_\_\_

Address \_\_\_\_\_ Home Phone Number \_\_\_\_\_

**MOTHER/GUARDIAN NAME** \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone # \_\_\_\_\_

**FATHER/GUARDIAN NAME** \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone # \_\_\_\_\_

**EMERGENCY CONTACT**

Refer to SHS Lunch Program POLICIES AND RULES 1.10.

**MEDICAL INFORMATION** - i.e. allergies, medications, medical (epi-pen, inhalers, medical alert bracelet for example)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your child has a URIS health care plan, would you give your permission for the school to share this information with Lunch Program staff? \_\_\_\_ Yes \_\_\_\_ No

**Please notify the Lunch Program Coordinator, 663-5078, immediately of any changes to the above information.**

**SPRINGFIELD HEIGHTS SCHOOL LUNCH PROGRAM  
KINDERGARTEN REGISTRATION FORM 2018/2019**

Please enclose the Registration Form and payment in a sealed envelope with the child's name, room number and "SHS Lunch Program" clearly printed on the front and return it to the school office by **Friday, June 8, 2018**.

My child will participate in the lunch program on the following basis (please check one):

**Full time:** \$80.00/year for each child, payable in the following ways:

Payment in full – one cheque for \$80.00

**OR**

Two post-dated cheques dated for September 1, 2018 & February 1, 2019. Each cheque should be made out for \$40.00 per child.

**OR**

Ten post-dated cheques dated for September 1, October 1, November 1, etc. up to June 1. Each cheque should be made out for \$8.00 per child.

**Casual:** This option is for children who stay less than 8 days in a month. The casual rate is \$1.00 per day. A bill will be sent out at the end of each month. If you select this option, please send a cheque for \$10.00 to cover the first 10 days that your child is supervised in the lunch program.

**Not Participating:** Please select this option if your child will go home for lunchtime.

Please make cheques payable to: **SHS LUNCH PROGRAM**

We prefer to receive payment by cheque as we are not responsible for lost or stolen cash. Payment may be made by one (1) cheque for all children in one family. **Individual cheques for each child are not required.** Please note child's/children's names on the cheque to ensure payment is applied correctly to each student.

Late payment/no payment will result in removal from the Lunch Program.

**NOTE: Supervision of any registered lunch program children that leave the premises during the lunch period is the sole responsibility of the parent.**

My child and I have gone over the SHS Policies and Rules. (Refer to SHS website for policies and rules). I understand that if they are not followed, my child will lose the privilege of participating in the Lunch Program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

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

I understand the rules (which can be found on the school website) of the Lunch Program and I promise to follow them.

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Signature