



Springfield Heights School

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Principal: Ms. T. Ziprick | Vice-principal: Ms. S. Black
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To Our Parent/Guardian Community of Springfield Heights Students,

Did you know? The Lunch Program is **NOT** run by the school or school division; it is run by parents separate from the school. Lunchtime supervision is still a parental responsibility. That is why our **Springfield Heights Parent Run Lunch Program** exists.

Our lunch program is for parents and guardians, run by parents and guardians. Our SHS lunch program is non-profit, with a fee structure set in conjunction with the school division, designed to cover the costs of hiring personnel to supervise our children over the lunch hour. Our number one priority is to provide a safe, caring, respectful environment for all students over the lunch hour. The user-pay fees cover staff wages and staff training. We strive to operate with a balanced budget with no surplus.

The SHS lunch program is run by the Springfield Heights School 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
- hire and evaluate staff
- provide information and monthly reports to parents/guardians, to our parent council and to the school divisional board

During the lunch period, lunch supervisors, under the guidance of the lunch program coordinator will supervise children. The SHS lunch program has a paid treasurer who oversees and manages revenues and expenses for the program; all parent-run lunch programs are audited yearly.

Parents interested in joining the SHS Lunch Program Committee can contact chair, Mike Fuellbrandt @ mike.fuellbrandt@gmail.com. Everyone is welcome!

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 **full** 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