

# Lunchroom Registration Form

2016-2017

## Part 1: DEMOGRAPHICS

Name of Child: \_\_\_\_\_ School: Ethel Milliken School  
 Classroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Address: \_\_\_\_\_

### Parent/Guardian/Emergency Contact Information:

#### Contact 1

Name: \_\_\_\_\_  
 Priority: \_\_\_\_\_  
 Relationship to Child: \_\_\_\_\_  
 Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_

#### Contact 2

Name: \_\_\_\_\_  
 Priority: \_\_\_\_\_  
 Relationship to Child: \_\_\_\_\_  
 Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_

#### Contact 3

Name: \_\_\_\_\_  
 Priority: \_\_\_\_\_  
 Relationship to Child: \_\_\_\_\_  
 Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_

#### Contact 4

Name: \_\_\_\_\_  
 Priority: \_\_\_\_\_  
 Relationship to Child: \_\_\_\_\_  
 Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_

## Part 2: LUNCHROOM REGISTRATION

My child is:

- Transported or eligible to be transported by the school division (bus/cab).
  - Not transported by the school division. My child will require full-time usage of lunchroom services.
  - Not transported by the school division. My child will require part-time usage of lunchroom services.
- My child will attend the lunchroom on:  Monday  Tuesday  Wednesday  Thursday  Friday

I have \_\_\_\_\_ attending an RPS Lunchroom.  
 (# of children)

## Part 3: HEALTH AND SAFETY INFORMATION

**Health Concerns:** (Allergies or additional health information you feel are pertinent to lunchroom)

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

**Other Information:** (Other information you feel we should be aware of)

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY

Lunchroom Fee:  \$50  \$100  \$200 (Family plan)  
 Payment Method:  Online  Cash  Cheque (Receipt # \_\_\_\_\_)  
 Payment Frequency:  One-time  Installments (Installment one received; installment two received)

# Lunchroom Supervision

## Student/Parent Lunchroom Program Agreement



Our school community is united by four shared values statements, I belong; I want to know; I am responsible; and I respect. These values give direction to what we teach and learn both inside and outside the classroom. Students are expected to model these values as they partake in the Regina Public Schools Lunchroom Program. In return, children will be provided with a positive and safe environment where they can eat lunch each day.

### Student Agreement:

- \* I will show respect and courtesy to the supervisors and other students in the Lunchroom Program.
- \* I will respect school property and help to clean up following lunch.
- \* I will not leave the lunchroom without the supervisor's permission.
- \* In the lunchroom I will keep my voice at a reasonable level.
- \* I will remain seated while eating.
- \* When it is time to go outside, I will put my lunch bag away, use the washroom (if needed) and go directly outside.
- \* If I do not follow these guidelines, my parents/guardians will be notified and I may lose the service of the school lunchroom.
- \* service of the school lunchroom.

Student Signature: \_\_\_\_\_

### Parent Agreement:

- \* I have discussed the Regina Public Schools Student Agreement with my child.
- \* I have completed the Lunchroom Registration Form.
- \* If my child will not be attending the lunchroom on any given day, I will provide **WRITTEN NOTIFICATION** to the school. A student message or phone call **will not be acceptable.**
- \* I will provide a nutritious lunch and utensils for my child each day. Items containing **NUTS, pop, chips, gum, candy and other junk food are not allowed.**
- \* I agree that if my child does not follow the lunchroom guidelines I will be responsible for providing alternate arrangements.

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

Date: \_\_\_\_\_

# Universal Lunchroom Program Information for Families



## Background Information

On December 14, 2015, the Regina Public Schools Board of Trustees approved a plan for universal lunchroom supervision.

*[From 2008 to present], anecdotally schools have reported a substantial increased workload associated with organizing and maintaining the free lunch hour supervision program. Additionally, schools have reported an increase of pressure on school staffs. Finally, the associated costs with funding a free universal elementary lunch hour supervision program have increased.*

(Review of Universal Lunchroom Supervision Program and Implementation Plan for the 2016-17 School Year, December 2015)

## Implementation Plan

1. Parents of all Grades 1 to 8 students staying at noon who do not qualify for transportation by the division will be required to pay a registration fee at the beginning of the school year.
2. Parents of Grades 1 to 8 students whose child will stay at noon must complete a lunchroom registration form for each child who will be using the lunchroom services of the school.
3. Parents will identify the following:
  - a. Transported or qualifies for transportation by the school division (bus/cab), **or**
  - b. Not transported by the school division, full-time usage of lunchroom, **or**
  - c. Not transported by the school division, part-time usage of lunchroom.
4. Full-time is defined as 51% or more usage; part-time is defined as 50% or less usage.
5. In the event that a student is not transported or does not qualify for transportation by the school division, the fee rate will be as follows:
  - a. Full-time - \$100 per year per child
  - b. Part-time - \$50 per year per child
6. Students registered at a Regina Public school after January 31st, will pay the pro-rated rate of \$50/\$25 per child for that school year.
7. Fees will be paid one time through the school office. A receipt of payment of noon-hour supervision fees will be provided to parents. Parents will be encouraged to pay in full at the beginning of the school year. To support families who may have financial need, there is the option of splitting the payments, half in September and half in February.
8. If a family moves from one Regina Public school to another, the fee is transferable but is non-refundable.
9. Where there is financial need, families may contact their school principal.
10. The maximum paid by one family to supervise all of their children will be \$200. This applies to both full-time and part-time usage, as well as registrations after January 31st.
11. For further information, please contact your school principal.