



École Sun Valley School

125 Sun Valley Dr. | Winnipeg, MB R2G 2W4 | Tel: 204.663.7664 | Fax: 204.668.9360

Principal: Joëlle Guillou | Vice-principal: Paulette Jerrard-Gillert

Email: sv@retsd.mb.ca | Web: www.retsd.mb.ca/sv

Dear Parents/Guardians,

Welcome to École Sun Valley School (ÉSVS)! Our school is a K-5 Dual Track school within the River East Transcona School Division. Our kindergarten students attend full days every second day and grades 1-5 students attend full days every day.

We recognize the introduction of school adds an extra layer of anticipation and curiosity for both parents and children. To help ease any concerns and provide clarity, we will be hosting an “Explore and Learn” for kindergarten students and their families this event will be on one of two days. Please mark your calendar with these 2 dates May 12th and May 13th starting at 5:30 PM. Families will receive a letter in early May confirming the date for their child.

According to the RETSD's (EEA) policy, student transportation is provided under specific conditions related to distance or disability. If your child qualifies, we ask that a transportation form be handed in with the registration package. If your child qualifies for transportation and if you do not require it at this time, please select "Student does NOT require bussing" on the transportation form.

All students who stay for lunch must be registered in our Lunch Bunch program. The Lunch Bunch supervises all students who stay for lunch. You can view the Lunch Bunch website in advance of registration at www.sunvalleylunchbunch.org.

The division has two policies regarding Instructional Technology Use (IJND) and Media Release (KDDDB). Permission is in place unless families decide to opt out. If you want to “opt out” please visit our website, under documents and forms to complete the form and hand it in to the school.

Please complete the attached forms and return them to us as soon as possible. Your effort in thoroughly completing the forms is greatly appreciated.

We look forward to embarking on this new journey together and are here to support you every step of the way. If you need any additional information, please feel free to contact our office at 204-663-7664.

We look forward to having your family be part of our ÉSVS family!

Joëlle Guillou, Principal

Paulette Jerrard-Gillert, Vice-Principal

This page is intended to be blank.

ÉSVS Registration Checklist

1. Is your address in the Ecole Sun Valley School catchment? Verify using the school locator on our website. School of Choice is closed for École Sun Valley School, if you aren't in catchment you will need to register with your catchment school.

<https://www.retsd.mb.ca/su>



If your address is in our catchment, proceed to step 2. If not, please contact your catchment school.

2. Fill out attached registration forms.
3. Once your forms are filled out, and you have the required documentation to register (see list below), call the school at **204-663-7664** to set up an appointment to complete the registration process

Documents required to register:

Proof of residence- 2 of the following

- Driver's License
- Manitoba Health Card
- Tenancy Agreement (duly signed)
- Offer to Purchase (signed)
- Utility Bill (name & address)

Proof of birthdate - 1 of the following

- Birth Certificate
- Passport
- Manitoba Health Card

This page is intended to be blank.

STUDENT REGISTRATION



This personal information is being collected under the authority of The Public Schools Act and will be used for educational purposes. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the superintendent of River East Transcona School Division, 589 Roch St., Winnipeg, MB, R2K 2P7, Phone: 204.667.7130.

STUDENT INFORMATION

French Immersion

English

PLEASE PRINT

School year: 20/____ 20____

School name: **École Sun Valley School** _____

Applying for Grade _____

Usual LAST name: _____

Usual FIRST name: _____

Usual MIDDLE name: _____

Legal LAST name: _____

Legal FIRST name: _____

Legal MIDDLE name: _____

Legal gender: Male Female Pronouns: _____

Identifying gender (if applicable): Trans male Trans female Two-Spirit Gender non-conforming

Birth date: (mm/dd/yy) _____

Language spoken at home: _____

Home address: Apt. # _____ House # _____ Street: _____

City: _____ Province: _____ Postal code: _____

Box #/Group #/RR #: _____ Student home #: _____ Student cell #: _____

Student Manitoba Medical #: Personal # (9-digit) Family # (6-digit)

Are you a resident of River East Transcona School Division? Yes No (If no, complete and attach a schools of choice application)

Is the student a high school graduate? Yes No Last school attended: _____

If not a Canadian citizen, please identify the CIC (Citizen and Immigration Canada) authority:

A) Permanent resident B) Refugee claimant C) Work permit D) Study permit E) Other _____

Date entered Canada: (mm/dd/yy) _____

OFFICE: A-C are provincially funded students

CONTACT INFORMATION

The following primary and emergency contact information will be used in the event of an emergency or for critical, time-sensitive information using our mass notification system. An email address must be provided for each contact to be able to receive notifications from this system.

Custody: Are there any legal restrictions to this student? Yes No (If yes, a copy of legal documents must be on file at the school)

List in order of priority to call:

1st/primary contact

LAST name: _____ FIRST name: _____ Relationship: _____

Address: Same as above Other: _____ Postal code: _____

Employer: _____ Work phone: _____ Ext.: _____

Home phone: _____ Unlisted? Yes No Cell: _____ Email: _____

STUDENT REGISTRATION



Legal guardian? Yes No Can pick up student? Yes No Has custody of student? Yes No

Send additional report card? Yes No This contact is restricted? Yes No

Phone number to call in case of emergency: _____

Upon registration, parent portal login information will be provided by the school.

2nd contact

LAST name: _____ FIRST name: _____ Relationship: _____

Address: Same as above Other: _____ Postal code: _____

Employer: _____ Work phone: _____ Ext.: _____

Home phone: _____ Unlisted? Yes No Cell: _____ Email: _____

Legal guardian? Yes No Can pick up student? Yes No Has custody of student? Yes No

Send additional report card? Yes No This contact is restricted? Yes No

Phone number to call in case of emergency: _____ Would like parent portal access? Yes No

3rd contact

LAST name: _____ FIRST name: _____ Relationship: _____

Address: Same as above Other: _____ Postal code: _____

Employer: _____ Work phone: _____ Ext.: _____

Home phone: _____ Unlisted: Yes No Cell: _____ Email: _____

Legal guardian? Yes No Can pick up student? Yes No Has custody of student? Yes No

Send additional report card? Yes No This contact is restricted? Yes No

Phone number to call in case of emergency: _____ Would like parent portal access? Yes No

Daycare or other contact

LAST name: _____ FIRST name: _____ Relationship: _____

Address: Same as above Other: _____ Postal code: _____

Employer: _____ Work phone: _____ Ext.: _____

Home phone: _____ Unlisted? Yes No Cell: _____ Email: _____

Legal guardian? Yes No Can pick up student? Yes No Has custody of student? Yes No

This contact is restricted? Yes No Phone number to call in case of emergency: _____

STUDENT REGISTRATION



STUDENT TECHNOLOGY ACCESS AT HOME

- Does the student have wireless Internet access at home? Yes No
- Select the device type(s) the student has access to at home.
- | | |
|---|------------------------------------|
| <input type="checkbox"/> Chromebook | <input type="checkbox"/> Desktop |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Tablet |
| <input type="checkbox"/> Mobile phone (student-owned) | <input type="checkbox"/> No device |
| <input type="checkbox"/> Mobile phone (parent-owned) | |
- Would the device(s) be brought to school? Yes No

SIBLINGS

Please list the full legal names of all siblings of the student who are attending any RETSD schools—only those for whom the parent(s)/guardian(s) listed on pages 1 and 2 are *legal* guardian(s).

SIGNATURES

The following signatures verify that the above information is true and accurate. Upon transfer/withdrawal of the student, the pupil file will be forwarded to the next school of attendance.

I consent to receive, via email, information in the form of newsletters, school updates, and announcements regarding division and school activities, including fundraising and promotions (if at any time you wish to be removed from our email list, please contact the school office).

Email address: _____

Parent/guardian: _____ Student (if 18 or older): _____

Date: _____

INDIGENOUS IDENTITY DECLARATION

Indigenous Identity Declaration helps to support the efforts of Manitoba Education and Training and school divisions to plan and improve programs in a way that is responsive to Indigenous learners. **Providing this personal information is voluntary and optional.** It is being collected in compliance with section 36(1)(b) of the Freedom of Information and Protection of Privacy Act (FIPPA) as it is necessary for and relates directly to the activity of Manitoba and school divisions to plan, deliver and improve programs

I, _____ (name of parent/guardian, please print clearly):

- Am submitting my child's Indigenous Identity Declaration for the first time
- Am making changes to my child's Indigenous Identity Declaration
- Already submitted my child's Indigenous Identity Declaration and have no further changes to make at this time

Is your child an Indigenous person, that is, First Nation (North American Indian), Métis, or Inuk (Inuit)? If yes, check the box(es) that best describe(s) your child now (*Note: First Nations (North American Indian) include Status and Non-Status Indians*):

STUDENT REGISTRATION



- Yes, First Nation (North American Indian)
- Yes, Métis
- Yes, Inuk (Inuit)

Which best describes your child's Indigenous cultural-linguistic identity? Please select up to two choices:

- | | |
|--|---|
| <input type="checkbox"/> Anishinaabe (Ojibway/Saulteaux) | <input type="checkbox"/> Oji-Cree |
| <input type="checkbox"/> Ininiw | <input type="checkbox"/> Michif |
| <input type="checkbox"/> Dene (Sayisi) | <input type="checkbox"/> Inuktitut |
| <input type="checkbox"/> Dakota | <input type="checkbox"/> Other: Please specify: _____ |

MEDICAL QUESTIONNAIRE

Please complete the following (*specify yes if physician-diagnosed*)

- | | | |
|--|--|-------|
| 1. Anaphylaxis | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2. Anaphylaxis—has EpiPen prescribed | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Asthma | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. Asthma—has inhaler prescribed | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5. Bleeding (i.e., hemophilia, Von Willebrand disease) | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 6. Cardiac condition | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 7. Catheterization | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 8. Central line | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 9. Diabetes | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 10. Gastrostomy | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 11. Intermittent catheterization | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 12. Medication | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 13. Nasogastric tube | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 14. Osteogenesis imperfecta | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 15. Ostomy | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 16. Oxygen | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 17. Seizure disorder | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 18. Steroid dependence | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 19. Suctioning (A)—tracheal suctioning | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 20. Suctioning (B)—oral/nasal suctioning | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 21. Tracheostomy | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 22. Ventilator | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 23. Other intervention/condition/diagnosis (not listed)* | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

***Other health condition(s) must be physician-diagnosed with supporting documentation provided**

STUDENT REGISTRATION



This medical information is being collected so that appropriate health-care plans and programming may be developed. This information will only be shared with appropriate individuals. This information is protected by The Personal Health Information Act. Questions should be directed to the school principal.

SUPPORT SERVICES

Please indicate if the student has utilized any of the following services

- | | |
|--|---|
| <input type="checkbox"/> Resource | <input type="checkbox"/> School counsellor |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Psychiatry | <input type="checkbox"/> Speech & language |
| <input type="checkbox"/> Social work | <input type="checkbox"/> Occupational therapy |
| <input type="checkbox"/> Physiotherapy | <input type="checkbox"/> Outside agency |
| <input type="checkbox"/> Child in care | <input type="checkbox"/> Other _____ |

If any services above are checked (✓), please complete details below

Name of agency/support service: _____ Contact person: _____

Address: _____ Phone: _____

Briefly describe the reason for service: _____

Name of agency/support service: _____ Contact person: _____

Address: _____ Phone: _____

Briefly describe the reason for service: _____

The support services information is being collected so appropriate educational services may be provided for your child. This information will only be shared with appropriate individuals. This information is protected by The Freedom of Information and Protection of Privacy Act. Questions should be directed to the school principal.

OPT-OUT for Instructional Technology Use and Parent Permission Media Release Policies and Forms

Unless parents indicate otherwise, all permissions are in place for the current school year. Please read the new Instructional Technology Use policy [Policy IJND](#) and form [Policy Form IJND-E1](#) as well as the updated Parent Permissions Media Release policy [Policy KDDB](#) and form [Policy Form KDDB-E1](#).

Should you wish to opt out please complete the (IJND-E1) Instructional Technology Use (K-Gr. 4) Form and /or the (KDDB-E1) Parent Permission Form for Media Coverage, Copyright Permissions and include them with your child's registration.

TRANSPORTATION APPLICATION—REGULAR (FORM A)



This application must be completed by the parent/guardian. It can be returned to the school or emailed directly to transportation (see below). Please be aware that it may take **up to five business days** to process your transportation application.

Date: _____ **Student requires busing** **Student does NOT require busing**

New to the division Current student new to busing Address change School change Change in sitter

Student name (Last): _____ (First): _____

Home address: _____ City/town: _____

School: _____ Grade: _____ Home phone: _____

Sitter address (if applicable): _____ Sitter phone: _____

Please indicate **BUSED** siblings living in the same home, or siblings with **BUS APPLICATIONS SUBMITTED** and their school:

My child has a medical condition

Medical information provided at the time of registration will be shared with the transportation department to support your child on the school bus. If anything has changed for your child since that time, please ensure that the school has the most up to date information.

Please check appropriate box:

- | | |
|--|---|
| <input type="checkbox"/> Student attending French immersion | <input type="checkbox"/> Student attending regular academic program |
| <input type="checkbox"/> Student attending English-German Bilingual Program | <input type="checkbox"/> Student attending vocational program |
| <input type="checkbox"/> Student attending English-Ukrainian Bilingual Program | <input type="checkbox"/> Student attending EAL |

Parent/guardian signature Requested start date: _____

Any changes relating to the information contained in this application must be reported to the transportation department immediately. Questions should be directed to the transportation department at 204.669.0202. Email this application to transportation@retsd.mb.ca.

FOR DEPARTMENT USE ONLY

Pickup bus: _____

AM transfer bus: _____

PM transfer bus: _____

Take home bus: _____

This page is intended to be blank.

PARENTAL INFORMED CONSENT FOR OUT OF SCHOOL ACTIVITIES IN THE LOCAL COMMUNITY

Dear Parent/Guardian,

The purpose of this letter is to inform you about some of the out-of-school activities or events in the local school community in which your child will participate during the course of this year. Your signature at the bottom of this form confirms that you are aware of the information provided in this letter.

The River East Transcona School Division and the staff of École Sun Valley School recognize that valuable and unique learning can take place outside of the school building. We are therefore encouraged to make use of the total resources of the local community to meet curriculum goals.

During the course of the school year, student groups will engage in activities within the local community that take them out of the school building. These activities may include but are not limited to activities and events such as taking a class to a nearby park, jogging for Phys. Ed. Class and walks in the community.

The risk of injury exists in all student activity. However, due to the very nature of some activities, the risk of injury may increase. The safety and wellbeing of students is a prime concern and every effort is made minimize the foreseeable risks inherent in any activity.

While participating in school activities, which take them into the community, it is expected that students will conduct themselves appropriately during all aspects of schooling.

If, for some reason, your child cannot or ought not participate in activities of this nature, please let us know.

I / We understand and agree that this is a part of the school program. I / We also understand that as a result of participating in this program that the participant is expected to follow the school procedures and code of conduct and that any deviations from these may result in consequences from the school administration.

I / We declare having read and understood the above INFORMED CONSENT AGREEMENT in its entirety and hereby consent to participate being aware of all the foregoing.

Parental Informed Consent:

Before your child may participate in any local community activities, this signed consent form must be received at the school.

Student's Name (please print): _____

Home Room: _____ Home Room Teacher: _____

Parent/Guardian Signature

Date

**This form will be applicable until the student transfers to another school
or parents indicate a change in the permission.**

This page is intended to be blank.



What is Lunch Bunch?

The care and supervision of a child during midday break is a fundamental parental responsibility. The division recognizes that fulfilling this responsibility is best achieved through collaborative partnerships between parents and the division (RETSD policy JLIA Parent-run User-Pay Lunch Supervision Programs)

Sun Valley Lunch Bunch is a non-profit organization dedicated to providing supervision over the lunch break. Lunch Bunch is an optional user-pay lunch supervision program for all students who will be at school between 11:45 am- 12:45 pm. Parents who choose not to participate in the Lunch Bunch program must make alternate lunch supervision arrangements outside of the school.

For those who plan to use the program on a full-time, part-time, or casual basis, registration will open in the spring. All students staying at school must be registered and payment made by school start up in September. To register and view Lunch Bunch policies please visit www.sunvalleylunchbunch.org

To view RETSD Parents' Guide for Lunch Supervision Programs, please visit <https://www.retsd.mb.ca/child-care>

Fees for the 2627 School Year will be coming soon.

For all other questions **please contact sunvalleylunchbunch@gmail.com or by calling 204-663-7664 ext 3242**

January 2026

Dear Parents/Legal Guardians,

Vaccines have been shown to be a safe and effective way of protecting children from diseases. It can also protect other people who cannot be immunized due to certain health conditions. It is thus very important to make sure that your child is up to date with their immunizations.

We strongly recommend that children between 4 and 6 years of age receive the following immunizations:

Vaccine name	
Measles, mumps, rubella and varicella vaccine (MMRV vaccine)	Preschool
Diphtheria, tetanus, pertussis and polio vaccine (DTaP-IPV vaccine)	Preschool

Please check your child's immunization records to see if your child is up to date. You can visit the Manitoba Health website to know more about routine immunizations for infants and children (<https://www.gov.mb.ca/health/publichealth/cdc/div/schedules.html>). You can also discuss this with your primary care provider.

If your child needs immunization/s, your primary care provider (family physician or pediatrician), a walk-in doctor, a nurse practitioner or a public health nurse can provide them.

If you do **not** have a copy of your child's immunization record, you can call the WRHA immunization records request line at **(204) 938-5347** or online at <https://forms.gov.mb.ca/immunization-update-request/> (select *Complete Immunization Record*).

If you are new to Manitoba, you can provide a copy of your child's immunization records to your local public health office or you can submit directly online at: <https://forms.gov.mb.ca/immunization-update-request/>. These records will be entered in the Manitoba immunization registry.

If you have questions or do not have access to a health care provider to immunize your child, please call your local public health office at 204-938-5000 and ask to speak to a Public Health Nurse.

Sincerely,
River East Public Health Team

Recommended Immunization Schedule for Infants and Pre-School Children

Vaccine/Antibody Product	Age of Child						
	At birth	2 months	4 months	6 months	12 months	18 months	4-6 years
Respiratory Syncytial Virus (RSV) *	◆						
Diphtheria, Tetanus, Pertussis, Polio, Haemophilus influenzae type b (DTaP-IPV-Hib)		◆	◆	◆		◆	
Pneumococcal Conjugate 15 valent (Pneu-C-15) **		◆	◆		◆		
Rotavirus		◆	◆				
Measles, Mumps, Rubella, Varicella (MMRV)					◆		◆
Meningococcal Conjugate Quadrivalent (Men-C-ACYW) ***					◆		
Tetanus, Diphtheria, Pertussis, Polio (Tdap-IPV)							◆
Influenza (Flu)	All Manitobans 6 months of age and older are eligible for influenza vaccine each year. Click here for current information on the seasonal influenza vaccine.						

Access River East

975 Henderson Hwy Winnipeg, MB R2K 4L7

Tel: 204.938.5000 Fax: 204.938.5119