Prince Edward School

649 Brazier St. | Winnipeg, MB R2K 2N4 | Tel: 204.667.5727 | Fax: 204.668.9345
Principal: Carla Faria | Email: pe@retsd.mb.ca | Web: www.pe.retsd.mb.ca

Last Name: _____ **First Name:** _____ **Grade:** _____

PROGRAM OF STUDY: PLEASE CHECK ONE

☐ English   ☐ English/Ukrainian Bilingual

DOCUMENTS REQUIRED WITH REGISTRATION:

Proof of Residency of Legal Guardian: **(2 pieces required)**
- ☐ Driver's License
- ☐ Manitoba Health Card (address & medical #'s verified)
- ☐ Utility Bill (name and corresponding address)
- ☐ Tenancy Agreement (duly signed)
- ☐ Offer to Purchase (completed with signatures)

Proof of Age (for Kindergarten students and students who are new to the division):
- ☐ Birth Certificate
- ☐ Baptismal Certificate
- ☐ Passport
- ☐ Treaty Card
- ☐ Certificate of Birth Registration, signed by Director of Vital Statistics

Guardianship (if applicable):
- ☐ Court Documents
  (Interim and/or Final Order, Variance Orders may also be applicable)
- ☐ Voluntary Placement Agreement (VPA)
- ☐ Child in Care Form

REGISTRATIONS ACCEPTED:

Designated School and In Division/Out of Designated School Boundary on or after March 2, 2026 **Out of Division** on or after May 1, 2026

OFFICE USE ONLY:

Date Application Received: _____

☐ Catchment

☐ Out of Catchment – Catchment School _____

☐ Out of Division – Home Division _____

Student # _____ Teacher _____ Room # _____

River East Transcona
SCHOOL DIVISION

creating student success

STUDENT REGISTRATION

River East Transcona
SCHOOL DIVISION

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

PLEASE PRINT

School year: 2026 / 2027

School name: **PRINCE EDWARD 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

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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

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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.

☐ Chromebook ☐ Desktop

☐ Laptop ☐ Tablet

☐ Mobile phone (student-owned) ☐ No device

☐ 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)*:

☐ 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:

☐ Anishinaabe (Ojibway/Saulteaux)   ☐ Oji-Cree

☐ Ininiw   ☐ Michif

☐ Dene (Sayisi)   ☐ Inuktitut

☐ Dakota   ☐ Other: Please specify: _____

MEDICAL QUESTIONNAIRE

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

1. Anaphylaxis   ☐ Yes   ☐ No

2. Anaphylaxis—has EpiPen prescribed   ☐ Yes   ☐ No

3. Asthma   ☐ Yes   ☐ No

4. Asthma—has inhaler prescribed   ☐ Yes   ☐ No

5. Bleeding (i.e., hemophilia, Von Willebrand disease)   ☐ Yes   ☐ No   _____

6. Cardiac condition   ☐ Yes   ☐ No

7. Catheterization   ☐ Yes   ☐ No

8. Central line   ☐ Yes   ☐ No

9. Diabetes   ☐ Yes   ☐ No

10. Gastrostomy   ☐ Yes   ☐ No

11. Intermittent catheterization   ☐ Yes   ☐ No

12. Medication   ☐ Yes   ☐ No   _____

13. Nasogastric tube   ☐ Yes   ☐ No

14. Osteogenesis imperfecta   ☐ Yes   ☐ No

15. Ostomy   ☐ Yes   ☐ No

16. Oxygen   ☐ Yes   ☐ No

17. Seizure disorder   ☐ Yes   ☐ No

18. Steroid dependence   ☐ Yes   ☐ No

19. Suctioning (A)—tracheal suctioning   ☐ Yes   ☐ No

20. Suctioning (B)—oral/nasal suctioning   ☐ Yes   ☐ No

21. Tracheostomy   ☐ Yes   ☐ No

22. Ventilator   ☐ Yes   ☐ No

23. Other intervention/condition/diagnosis (not listed)*   ☐ Yes   ☐ No   _____

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

STUDENT REGISTRATION

SUPPORT SERVICES

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

☐ Resource   ☐ School counsellor

☐ Reading   ☐ Psychology

☐ Psychiatry   ☐ Speech & language

☐ Social work   ☐ Occupational therapy

☐ Physiotherapy   ☐ Outside agency

☐ Child in care   ☐ 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: _____

_____

Prince Edward School

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 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 Terry Fox Walk, jogging for Phys. Ed. class, taking a class to a nearby park, community walks.

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 well being of students is a prime concern and every effort is made to 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): _____

_____   _____
Parent / Guardian Signature   Date

River East Transcona
SCHOOL DIVISION

creating student success

INSTRUCTIONAL TECHNOLOGY USE FORM
KINDERGARTEN TO GRADE 12—IJND-E1

We are pleased to provide students of River East Transcona School Division access to computer network and equipment. Unless otherwise indicated, access to the computer network and equipment will be granted to all students.

1) SAFEGUARDS

Access to instructional technology services will enable students to engage opportunities to digitally create, collaborate and problem solve as well as explore thousands of libraries, databases and digital resources while communicating with users throughout the world.

It is the shared responsibility of the student, parent and school staff to ensure that access to instructional technology services provided by the school system is appropriate.

The River East Transcona School Division uses an Internet filtering system to minimize access to inappropriate websites. Some material accessible via instructional technology might contain items that are potentially offensive to some people, inaccurate, defamatory or illegal. While we do everything we can to prevent such access, it is not possible to *guarantee* that students will not accidentally or purposely find inappropriate material. We believe that the benefits to students from access to instructional technology, in the form of information resources and opportunities for digital creation, communication and collaboration, exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the digital citizenship standards that their children should follow when using media and information sources. To that end, River East Transcona School Division supports and respects each family's decision not to approve access to computer information technology.

2) DIVISION INSTRUCTIONAL TECHNOLOGY

Students are responsible for their behaviour on school instructional technology tools. Communications on the network can be public in nature. General school rules for behaviour and communications apply as does the divisional Code of Conduct.

Access to instructional technology will enable students to engage in opportunities to digitally create, collaborate and problem solve as well as explore thousands of libraries, databases and other digital resources while communicating with users throughout the world.

Access to instructional technology is given to students to act in a considerate and digitally responsible manner. Access entails responsibility.

Individual users of the instructional technology are responsible for their behaviour and communications using these digital tools. It is presumed that users will comply with divisional standards and will honour the articulated expectations and responsibilities. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with all applicable policies. Users acknowledge that they have no expectation of privacy in respect of their use of instructional technology information or anything stored on the same.

As outlined in board policy, users will be responsible for their digital learning by:

a) Recognizing that instructional technology tools are used for educational purposes;

b) Understanding the positive and negative effects of what is posted and shared in a digital space;

c) Keeping an educational focus when collaborating and communicating in digital spaces;

d) Using instructional technology to facilitate and foster positive and meaningful communication and collaboration;

e) Recognizing that instructional technology tools are often shared devices in schools and treating them in a respectful way is beneficial to the experience of all learners;

f) Understanding copyright laws and only using online digital resources in a way that is allowable under fair dealing guidelines;

g) Managing and protecting the safety and security of login credentials and respecting the privacy of the login information of others;

h) Understanding that the use of my personal technology must not interfere with school work or of the overall learning environment;

i) Understanding and acting in a manner so as to protect the privacy of myself and others in digital learning spaces;

j) Recognizing that while my personal electronic device can be a valuable learning tool, River East Transcona School Division will not assume responsibility for the loss, damage, or theft of any personal electronic device.

Any violation of this policy (including but not limited to online threats and intimidation) may result in a loss of access, disciplinary measures, legal action or financial reimbursement. Violations of this policy may also constitute a violation of the divisional code of conduct and/or user responsibility and/or laws including the Criminal Code.

A copy of the complete policy (IJND—*Instructional Technology Use*) is available at the school upon request or at www.retsd.mb.ca.

River East Transcona School Division promotes the use of its instructional technology to improve the digital literacy of its users. Every user is expected to adhere to this policy and by accessing instructional technology consents to follow the expectations contained in the policy. All students are expected to adhere to the policy.

INSTRUCTIONAL TECHNOLOGY USE FORM
KINDERGARTEN TO GRADE 12—IJND-E1 - *OPT OUT*

We are pleased to provide students of River East Transcona School Division access to computer network and equipment.

Parents/Guardians are assumed to be in agreement of this policy unless otherwise indicated. If you wish for your child to opt out, parents/guardians may contact the school to request the appropriate form.

No action is required if you are NOT opting out.

PARENT PERMISSION FORM
MEDIA COVERAGE, COPYRIGHT PERMISSION
—KDDB-E1

River East Transcona
SCHOOL DIVISION

From time to time during the school year, school staff, the media and/or River East Transcona School Division may be reporting on school or divisional events. On occasion, while covering these events, students are interviewed and/or still or moving images of them are taken for use by school staff, division staff or the media quotes or images may be used by the media or in divisional publications or videos, social media accounts or on websites (division, school staff websites).

Student Identification on Websites

Please be assured that on River East Transcona School Division publications (division, school, staff websites, and social media accounts), your child in kindergarten to Grade 8, and their work will be identified by first name only.

Your child in Grade 9 to 12 and their work may be identified by their full name, and their full name may be included with their image, on River East Transcona School Division publications (division, school, staff websites and social media accounts).

Student Copyright Permission

A student's work is copyrighted to that student. Unless otherwise indicated on KDDB-E1–*Parent Permission Form Media Coverage, Copyright Permission* by a parent/guardian or student who has reached the age of 18, it will be permitted for a student's work to be published by the media or River East Transcona School Division.

PARENT PERMISSION FORM
MEDIA COVERAGE, COPYRIGHT PERMISSION —KDDB-E1 - *OPT OUT*

Parents/Guardians are assumed to be in agreement of this policy unless otherwise indicated. If you wish for your child to opt out of any of the items described above, parents/guardians may contact the school to request the appropriate form.

No action is required if you are NOT opting out.

Prince Edward Lunch Program

649 Brazier Street, Winnipeg, MB R2K 2N4 Phone: 204-667-5727
email: princeedwardlunchprogram@hotmail.com

Prince Edward School is proud to host a strong lunch program – the Prince Edward Lunch Program (PELP).

What is PELP?
The Prince Edward Lunch Program is a user-pay lunch supervision program, which is overseen by a volunteer organizing committee of parents in cooperation with school administration.

Why a lunch program?
River East Transcona School Division (RETSD) is not responsible for the care and supervision of your child during the lunch hour. This responsibility falls on parents/guardians. RETSD understands that many factors including employment and distance make it difficult or impossible for most students to return home for the lunch hour. For this reason, they are committed to working with parent-run committees to support user-pay lunch supervision programs.

What does the lunch program provide?
PELP provides caring and qualified supervision for the students of Prince Edward during the lunch hour by the hiring of adult lunch supervisors. PELP staff monitor students while they eat their lunch in their classrooms and then during the mid-day recess (be it indoor or outdoor). All PELP staff have completed a child abuse registry check and criminal record check (vulnerable sector), signed the RETSD pledge of confidentiality, and received first aid and CPR training.

What are the fees?
RETSD has mandated that lunch program fees cannot exceed $1.10 per student per day. The 2025/2026 school year had 186 school days for students in grades 1-5 and 91 for students in kindergarten thus , the lunch program fees for full-time use were $204.60 and $102.30 respectively. These amounts will change slightly for the 2026/2027 year to align with the exact number of school days.

How are fees paid?
Fees can either be made for the full year or in a variety of instalment plans. PELP accepts cheque or cash.

What are the fees used for?
PELP is a not-for-profit organization, and all fees are used for staff wages, training, a yearly audit of our books, and miscellaneous supplies.

Does my child need to participate?
PELP offers various levels of participation that range from full-time to casual to not-participating. Casual participation is for students who go home for lunch most days but want the option of staying at school for lunch occasionally. A 10-day casual pass can be purchased for $11. Additional days may be purchased throughout the year.

How do I sign up?
A registration package will be sent home in the fall with all necessary information.