



John Pritchard School

1490 Henderson Hwy. | Winnipeg, MB R2G 1N5 | Tel: 204.339.1984 | Fax: 204.334.9899
Principal: Shawn Osiowy | Vice-Principal: Daniel Kulas
Email: jp@retsd.mb.ca | Web: www.retsd.mb.ca/jp

Welcome

To John Pritchard School!

We welcome you to John Pritchard School! JP is a K-8 school within the River East Transcona School Division (RETSD). Kinder students are placed in full day every day kindergarten. All students in K - 5 who stay for lunch are enrolled in our lunch program which provides the school with lunch supervisors. As the Lunch Program runs as a separate entity, there is a lunch program registration form that will need to be completed. This form will be handed out to all Kindergarten Families by the end of September.

Bell times are as follows: 8:35am – 11:20am
 12:20pm – 3:00pm

Included in this package you will find RETSD information about policy **IJND-E1- Instructional Technology Use Form for Kindergarten to Grade 12 and policy KDDB-E1- Parent Permission Form Media Coverage Copyright Permission**. Students that register in our division are assumed to have parent/guardian permission for these policies. If you want to ‘opt out’ of these permissions, please go to the RETSD website at [RETSD-Home](#) >**YOUR RETSD >POLICES**. You can either print or request a hard copy of these forms. If you are choosing to “opt out”, please bring in the completed forms with your registration package. Here after, a notice will be sent annually to parents/guardians with a link to the policies and the option to ‘opt out’.

A checklist to ensure that you have completed the registration package correctly is found on the following page. Please complete this checklist to confirm that all forms are filled and signed before returning your child’s completed kindergarten registration.

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

John Pritchard Administration

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	Age group
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



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REGISTRATION REQUIREMENTS

✓ CHECKLIST

DOCUMENTS REQUIRED WITH REGISTRATION

Proof of Residency of Legal Guardian (2 pieces) for students who are new to school catchment:

- Manitoba Driver's License
- Utility bill (name and corresponding address)
- Tenancy Agreement (duly signed)
- Offer to purchase documents (completed – signatures)

Proof of Age for 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/Custody (if applicable):

- Court documents (Interim and/or Final Order, Variance Orders may also be applicable)
- Voluntary Placement Agreement (VPA)
- Child in Care form (**also serves as proof of residency**)

School Records and additional information for students who are new to the division:

- Report Card

SUBMIT THE FOLLOWING REGISTRATION FORMS (JP website < Documents & Forms < Registration)

- Registration Requirements (this document)
- RETSD Student Registration
- Out of School Activity Form

OFFICE USE ONLY

Student: _____ Grade: _____ Processed on: _____

____ In Catchment

____ School of Choice

____ out of Division

____ EAL

____ IAA

____ Student Support

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

PLEASE PRINT

School year: 20/____ 20____

School name: _____

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:

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 | <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.

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;

INSTRUCTIONAL TECHNOLOGY USE FORM

KINDERGARTEN TO GRADE 12—IJND-E1



- 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. Unless otherwise indicated, access to the computer network and equipment will be granted to all students.

If you are electing to “opt out” of the above access, please contact the school office to request the form.

No action is required if you are not “opting out.”

PARENT PERMISSION FORM

MEDIA COVERAGE, COPYRIGHT PERMISSION

—KDBB-E1



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 KDBB-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 —KDBB-E1 - *OPT OUT*

If you are electing to “opt out” of any of the items described above, please contact the school office to request the form.

No action is necessary if you are not “opting out.”

PARENT PERMISSION FORM

OUT OF SCHOOL ACTIVITIES IN THE LOCAL COMMUNITY

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 the school 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 John Pritchard 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, Take Pride Manitoba, taking a class to a nearby park, physical activities in the local neighborhood in Phys Ed class. For all activities and events that take students *beyond* the local community, we will ask for specific parental permission.

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 to participate in activities of this nature, please let us know. In signing this form, I acknowledge receipt of this letter and the information provided therein.

PARENTAL INFORMED CONSENT

THIS FORM WILL BE APPLICABLE UNTIL THE END OF THE CURRENT SCHOOL YEAR OR WHEN PARENTS INDICATE A CHANGE IN PERMISSION.

Student name _____

Parent name _____

Parent signature or student signature if
18 years of age or older

Date _____