



Donwood School Lunch Program
400 Donwood Drive, Winnipeg, MB, R2G 0X47 • Telephone 204.668.9438

May 2023

Re: 2023 / 2024 Lunch Program Registration

Dear Parent / Guardian:

Please find attached our Registration Form for the Donwood School Lunch Program for the 2023 / 2024 school year. We encourage you to read through the Policies and Expectations which will be emailed to you and which can also be found on the Donwood School website. The Policies and Expectations explain our program and contain important information. Here are a few things to note:

- An independent committee of Donwood School parent volunteers whose children are registered in the Lunch Program provide oversight for the Donwood School Lunch Program (DSLPP). New members (parents / guardians with children registered in the lunch program) are welcome to join the committee.
- Any child staying at Donwood School during the lunch break, even once, needs to be registered with the DSLPP.
- The DSLPP provides on-site supervision of students at the school during lunch hour. As lunch breaks are a parental responsibility, if your child is not registered in the DSLPP you must make other arrangements for your child(ren) during the lunch break.
- Please return a completed Registration Form for each of your children, along with the applicable post-dated cheques **in a sealed envelope with your family name on the outside** to the school office no later than **Wednesday, June 7, 2023**.

Also please note that:

- The annual user fee for a student registering as full time and staying every day at school during the lunch break will be \$186.00 per student per year.
- Information on registration and payment options can be found in Sections 1.03, 1.04 and 1.05 of the attached Registration Package.
- Cheques may be dated June 7, 2023 or as indicated in Section 1.05 of the attached Registration Package.

If you have any questions or concerns, or if you would like more information on becoming involved with the committee, please contact us by leaving a message with the school office (204.668.9438).

Donwood School Lunch Program Committee

The Donwood School Lunch Program is a non-profit organization
dedicated to providing our students with a safe, caring, respectful environment
where parents / guardians may choose to have their children supervised over the lunch break.

FOR LUNCH PROGRAM USE ONLY

Student's Name _____

Teacher's Name _____

Room # _____

Full Time Part Time/Casual

DONWOOD SCHOOL LUNCH PROGRAM

REGISTRATION FORM 2023 / 2024

*** Please Print**

CHILD'S NAME _____ Birth Date _____ Grade in 23 / 24 _____

mm/dd/yyyy

Address _____ Postal Code _____ Phone Number _____

Parent(s) / Guardian(s) Name(s)	Relationship to Child	Employer	Email	Work Phone Number
Receipt Issued to:				

EMERGENCY CONTACT (Parents will be contacted first)

Name	Relationship to Child	Address	Phone Number

SPECIAL INSTRUCTIONS FOR MY CHILD - i.e. allergies, medications, medical (medical alert bracelet for example)

Is there a sibling in the Lunch Program?	No	Yes	Name	Grade

Please notify the Lunch Program, 204.668.9438, immediately of any changes to the above information.

REGISTRATION OPTIONS

Full time - the student will be eating lunch at school every day

Part-time - the student will be eating lunch at school on a less than full time basis

All unpaid fees from the 2022 / 2023 school year must be paid in full before registration for the 2023 / 2024 school will be accepted.

My Child Will Participate in the lunch program on the following basis (please check one):				
Full Time		1 Cheque	\$186.00 per child	Dated June 7, 2023
		1 Cheque	\$186.00 per child	Post-dated September 6, 2023
		2 Cheques	\$93.00 each per child	Post-dated September 6, 2023 and February 1, 2024
		6 Cheques	\$31.00 each per child	Post-dated September 6, 2023 and the 1 st of each month October 1, 2023 to February 1, 2024
Part Time		1 Cheque	\$93.00 / child	Post-dated September 6, 2023 – provides for 93 days (approximately ½ of the school year)
		1 Cheque	\$46.00 / child	Post-dated September 6, 2023 – provides for 46 days (approximately ¼ of the school year)
		1 Cheque	\$10.00 / child	Post-dated September 6, 2023 – provides for 10 days

We will advise you that further payment is required when you have five (5) days remaining.

N.B. Please purchase part time days carefully. Refer to section 1.09 Refunds. There are no refunds.

Please:

- Return a completed Registration Form for each child, along with post-dated cheques when applicable, to the School Office on or before **WEDNESDAY, June 7, 2023.**
- Make cheques payable to: **DSL.P. Please place your payment in a sealed envelope with your family name on the outside.**

We prefer to receive payment by cheque as we are not responsible for lost or stolen cash. Payment may be made by one (1) cheque for all children in one family. Individual cheques for each child are not required. Please note child's/children's names on the cheque to ensure payment is applied correctly to each student.

Late payment may result in removal from the Lunch Program. Please see Section 1.06 Late Payment in the Policies and Expectations.

ACKNOWLEDGEMENT

My child and I have gone over the attached Policies and Expectations, and we understand them. I understand that if they are not followed, my child may lose the privilege of participating in the Lunch Program.

Date	Parent/Guardian Name (please print)	Parent/Guardian Signature

I understand the expectations of the Lunch Program and I promise to follow them.

Child's Name (please print)	Child's Signature

If you have any questions or concerns about the Lunch Program, please contact the Donwood School Lunch Program Committee at 204.668.9438.