



# LUNCH-TIME SUPERVISION SERVICE REGISTRATION FORM

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Lunch-time supervision service is offered by the school so students have a safe place to have lunch. The cost to provide this service to families is shared between the school and parents. All students who stay at school for lunch must register for lunch-time supervision service before the beginning of each school quarter. Students must complete the [Alberta Health daily checklist](#) with no affirmative responses before attending school each day.

The personal information collected on this form is to manage and provide a lunchroom program and is authorized under the provisions of the *Education Act* and its regulations and also under Section 33(c) of the *FOIP Act*. All personal information collected during the process will be used to provide an educational program and ensure a safe and secure school environment. If you have any questions or concerns regarding the collection or intended use of this information please contact the school principal.

## COMPLETE THIS FORM TO REGISTER YOUR CHILD FOR LUNCH-TIME SUPERVISION SERVICE (ONE FORM PER CHILD)

STUDENT INFORMATION		
Name of student	Grade	Class
Please indicate how often your child will participate in the school lunch-time supervision program:		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Regular part-time (a pro-rated fee, based on usage) Please indicate when you will be using the service: _____	<input type="checkbox"/> Drop-in/Occasional To access drop-in services, please contact the school office
For the period (check only one):		
<input type="checkbox"/> Quarter 1	<input type="checkbox"/> Quarter 2	<input type="checkbox"/> Quarter 3 <input type="checkbox"/> Quarter 4

PAYMENT INFORMATION	
A per-student fee for the service will be set after the start of the quarter using the Division fee formula. You will be advised of the fee once it has been calculated. In accordance with Edmonton Public Schools' <a href="#">Administrative Regulation HH.AR</a> , the lunch-time supervision service fee per user shall not exceed each user's proportionate share of the cost of the service.	
<input type="checkbox"/> I will pay the quarterly fee <input type="checkbox"/> I will pay in monthly instalments <input type="checkbox"/> I will pay for drop-in services as I use them	<b>OR</b> <input type="checkbox"/> I require an alternate fee payment form to reduce my lunch-time supervision service fee. This form is available through the school office. <input type="checkbox"/> I qualify for a fee exemption ( <b>Administrative Regulation HH.AR</b> ) because: <input type="checkbox"/> My child attends our designated attendance area school or special needs District Centre program and we pay yellow bus fees. <input type="checkbox"/> My child is in full-day Kindergarten. <input type="checkbox"/> My child's lunch is accommodated within the special needs District Centre program.

SIGNATURE OF PARENT/GUARDIAN	
By signing and submitting this form, I am registering my child in the school's lunch-time supervision service program and agree to all terms outlined in this form. All students registered for lunch-time supervision are expected to follow the school's behaviour code of conduct expectations. I understand that I must provide the school with my child's most recent medical and allergy information.	
Signature	Date
Print name	