



Program Update

January 19, 2012

Dear parents/ guardians/ caregivers,

Welcome back and a Happy New Year!

Our NEW Milk Program was launched in late November 2011 with great interest and enthusiasm by all. We had anticipated some minor issues initially, and adjustments have been made to the new system. The NEW Milk Program has resumed and we hope that classroom delivery routines and schedules will become a more established practice for the school.

This year's milk distribution plan was carefully considered, with P. A. Days, holidays and school events in mind. Please remember that, your child will receive their milk order on the following dates (***dates in bold and in italics are in Period 2***):

2011	November:	29
	December:	1, 6, 8, 13, 15
2012	January:	17, 19, 24, 26, 31
	February:	2, 7, 9, 14, 16, 21, 23, 28
	March:	1, <i>6, 8, 27, 29</i>
	April:	<i>3, 5, 17, 19, 24, 26</i>
	May:	<i>1, 3, 8, 10, 15, 17, 22, 24, 29, 31</i>

Registration for Period 2 is now open. If you wish to register your child for the first time, or had only registered for Period 1, please note that the Period 2 registration deadline is on **February 9, 2012**. Submit your order form and payment to your child's teacher as soon as possible to avoid disappointment. Registration forms can be obtained from the office. Forms will also be available on the school's website shortly.

Please review the FAQs on the back of this letter outlining some important information about our NEW Milk Program.

Thank you for your support and patience.

SJM's 2011-2012 Milk Program Team

FREQUENTLY ASKED QUESTIONS

1. *Why offer milk twice a week? And why on Tuesday and Thursday?*

There is a limited amount of space to accommodate milk storage which determined a maximum of 2 days per week. Tuesday and Thursday being in the “middle of the week” works best as it leaves plenty of time for preparing the bags for the volunteers. Also, most holidays and P.A. days fall on Mondays or Fridays.

2. *What happens to the milk when a student is absent?*

By default, the milk is considered “loss”. Keeping track of undelivered milk due to absence is a huge responsibility for a school our size. And sometimes the milk is left out for a period of time before it can be stored properly, so there is a possible risk of spoiled milk before it gets to the proper owner.

3. *Who will be the assigned milk sorters and milk runners?*

The milk sorters will be the parent volunteers as this process takes about an hour or so to complete. Interested students from intermediate and/ or junior divisions will be selected to be the milk runners. The involvement of students in the milk program helps to promote leadership, responsibility and accountability.

4. *What if a milk runner (student volunteer) is absent and unable to deliver the milk to their assigned classroom?*

The other milk runners with different assignments will need to step up and fulfill their team-member’s responsibility. They are a team and have to work as a team! A milk runner’s absence will be communicated to the office to ensure delivery coverage.

5. *What if there is a family who would like to join the Milk Program late? Will late registration be accepted?*

If the family is a new registrant at school, they can sign-up for the milk program by informing the school office as soon as possible. The school office will have to immediately inform the Milk Coordinator of this late sign-up. The Milk Co-ordinator will then process the paperwork and notify the new student of when they will start to receive their milk. Otherwise, late registrations will be declined.

Milk orders should be promptly submitted by the specified deadline dates to ensure timely processing of orders.