

**Enrolment for the canteen service:
negative and positive points for an annual enrolment
(follow-up of point 5 CA meeting of March 27th 20120).**

		Negatives points	Positives points
Parents			
	More work	-	
	Consistency between services		+
	Consistency in case of siblings with a new enrolment		+
	Each family has the same opportunity to receive a place in case of "overcrowding"		+
	Parents know updated regulation if it is reviewed.		+
Canteen manager			
	More work (what is his load of work during summer?)	-	
	But: <ul style="list-style-type: none"> • Can copy the database of the current year • Can use "Ralph's form" on web 		+
	Has updated contact information on family → to claim the payment		+
Figures	has the real # of enrolments at the start of the school year (Otherwise he has to wait the definitive school list (Oct-Nov?) to check)		+
	→ Better estimation for the staff in the kitchen		+
	→ Better estimation for "Misanet" staff		+
	→ Better estimation for the food needed		+
In case of Next year	There might be a lot of new enrolments from "tartinistes" of this year leaving near the school because parents have no time anymore to prepare a lunch.		+

Canteen enrolment

Pros and cons of yearly renewed enrollment:

PROS	CONS
	Enrollment figures go down Last year by 10%; High enrollment rate needed 1) to lower costs and prices 2) its better diet for our children than all day sandwiches
Refresh personal data	Remains insufficient, because data may change at any time of the year
Invoice address –	however: goes by email which regularly be kept when moving houses
Raise attention to regulation	Most parents just sign but do not read before any conflict arises; One should raise attention of parents by other means if really needed; info evening; news-letter; guide for parents; info on website etc.
Direct enrollment GOOGLE TOOL	Our system does not allow for direct enrollment; The GOOGLE tool is easy to handle but what about personal data protection? Google might use personal data.
	New tools always lead to unforeseen errors, by hand-control of entries will be needed, causes administrative efforts. (canteen manager!)
	Additional administration at the beginning of the school year: Parents will forget about enrollment within delay or at all and teachers are not informed by parents; this will lead to children having lunch – with the consent of parents but without us having an enrollment. It will be work intensive to figure out all these errors.
Easier for parents if re-inscription is needed for all services	Any re-inscription causes additional work for parents and not less. The information that re-inscription is needed for the transport, for the new EC program but NOT for canteen can be effectively transferred to the members in one message with the respective schedules and delays through the class reps, a news-letter, a website alerts etc.

Conclusion

Yearly new enrollment to the canteen would cause big administrative burden that is not justified by the purpose. The aim to refresh data and renew the commitment of parents to follow the regulation can be pursued with less costly efforts and reach at least the same efficiency.

The canteen cannot guarantee that new-enrollment is feasible by its actual own staff. Enrollment is the task of the canteen manager. Our manager is leaving in near future and a replacement is not yet found. In this situation it is possible that support from other services or the engagement of additional temporary staff will be needed. Additionally to the enrollment

phase there will be a need of corrections at the beginning of the school year when the enrollments have to be cross-checked with the children eating – because teachers and parents were unaware of the need to re-enroll or simply forgot.

Such procedure would also hold the risk of decreasing the number of enrollments because re-enrollment requires an action by parents. We will lose enrollments of those that are uncertain in their decision. In last year's exceptional re-enrollment we lost about 10% of subscribers.

The loss of enrollments is miserable because our aim is to provide a maximum of children with a balanced meal on their school day and not to keep enrollments down. Besides it will be more difficult to reach cost efficiency and keep prices.

It is not advisable to have subscription to the canteen renewed every year.

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