



## Parent Run Lunch Supervision Programs

### **Administrative Procedure 1.A.050**

---

**Board Governance Policy Cross Reference: 1, 2, 3, 16, 17**

**Legal Reference: Manitoba Education, Administrative Handbook,**

---

**Date Adopted: February 2018**

**Date Amended:**

**Date Reviewed: November, 2020; April, 2024**

---

Each parent-run user-pay lunch supervision organizing committee shall develop policies, practices and procedures based on the District provided information, including, but not limited to, the following:

1. Establish a fee for use. The setting of the fee shall take into consideration the following:
  - a. user fees shall be the sole source of funding for the program and must cover all costs;
  - b. the desired supervision ratio, which shall be based on the age developmental needs of the students, overall number of students staying over the lunch hour, the physical configuration of the rooms and the program's budget. The supervision ratio will be set by school administration in consultation with Chairperson of the Parent Council Lunch Program;
  - c. cost of supplies, equipment and materials to operate the program,
  - d. possible reduction in rate for more than one child in the program,
  - e. the local community profile and the community's ability to meet the financial obligation,
  - f. procedures to address fee collection and outstanding accounts.
2. Each organizing committee shall follow Accounting Administrative Procedure 5.170 School Funds-Fiscal Accounting and Reporting.
3. Ensure compliance with all necessary local, provincial and federal codes and regulations (i.e.: Manitoba Labour code, CRA regulations, etc.).
4. Establish processes for addressing student behavior concerns in accordance with the School Code of Conduct guidelines.
5. Establish personnel processes including but not limited to hiring, training, performance assessment and discipline.

6. Establish regular public meetings, which are held in the school to afford parents who are users of the program the opportunity to provide input into the program.
7. Beyond the regular public meetings, communicate with parents who are users of the program in the school community about matters related to the program.
8. Collaboratively establish a process to ensure that the parent council is provided with regular information reports on the operations and finances of the program.
9. All students who sign up for the program, except those students the School District is obligated to transport, shall be charged a fee.