

SCHOOL LUNCH PROGRAMS – ORGANIZATION

School lunch programs will be established at all schools in the Division in accordance with the following:
Management of the School Lunch Program

Working together, the Parent Council, with the Principal, will ensure that the School Lunch Program meets the needs of the school community and its students. They will ensure the development of budget, fees, and will determine the staffing needs for the School Lunch Program.

Communications

Parents will receive information about the services of the School Lunch Program through the school newsletter, twice yearly. In addition, parents will be afforded the opportunity to provide input into the shape of the School Lunch Program through the regular meetings of the Parent Council which the Principal attends.

Financing the School Lunch Program

School Lunch Programs will operate on a “cost recovery” basis with any “extra” monies generated to be used in support of the program or the school. The Division will identify an annual allocation on a student per capita basis based on a formula established by the Division to support School Lunch Programs. A portion of the Division allocation, as determined annually, will be designated for the training of Coordinators and Supervisors. The Division will invoice each program on a monthly basis, deducting the expenditures from the allocated Division support until it has been exhausted, after which the costs will be payable from the School Lunch Program fees collected.

Each School Lunch Program will collect fees payable from parents, identify the hourly rates for coordinators and supervisors, and pay all Division invoices, net of Division support.

All parents who register their children to participate in the School Lunch Program will be required to pay a fee in support of that program. When a School Lunch Program has decided that parents may volunteer services in lieu of paying the fee, the details will be outlined in the School's lunch program guidelines.

Accomplish Anything

Adopted	Reviewed	Revised	Page
6/270/05			1 of 2

Organization of the School Lunch Program

The School Lunch Program will be organized and supervised by the School Lunch Coordinator who is responsible to the Parent Council and the Principal for the day-to-day coordination of the Program. The hiring of the School Lunch Coordinator is the responsibility of the Parent Council and the Principal.

The Parent Council and the Principal may delegate to the School Lunch Coordinator responsibility for the hiring, assigning, and supervision of all Lunch Supervisors. The Parent Council, Principal and School Lunch Coordinator will be responsible for identifying and communicating the responsibilities of the School Lunch Program Supervisors.

The number of supervisors will be determined by the Parent Council and the Principal after due consideration of the number of students attending, the age and developmental needs of those students, and the characteristics and configuration of the facilities to be utilized. A safe, secure environment will be a priority.

All School Lunch Program staff will be paid from the Divisional payroll office at the rates determined by the School Lunch Program, and be subject to compulsory Criminal Record and Child Abuse Registry checks.

Training for coordinators and supervisors, in such areas as First Aid/CPR and student behaviour management, will be made available at the Division's expense to the extent budgeted annually.

School Lunch Program Environment

Students attending the School Lunch Program will be subject to the school's expectations for student behaviour and the Division's Standard of Behaviour. Failure to comply with these expectations may result in suspension of lunch privileges and a proportional refund of fees, subject to retention of an administrative charge.

School Lunch Program coordinators and supervisors have the responsibility to manage day-to-day student behaviour issues during the School Lunch Program and to protect children from harming themselves or others. Coordinators will be responsible to report any serious breach of the Division's Standard of Behaviour to the Principal who will retain responsibility for student discipline in such cases.

Principals have the ultimate responsibility for the supervision of students in the School Lunch Program, and share this responsibility with parents, Parent Councils and the Division.

Accomplish Anything

Adopted	Reviewed	Revised	Page
6/270/05			2 of 2