

**POLICY**

The Board supports the provision of parent-sponsored Lunchroom Supervision Programs in divisional schools.

GUIDELINES

1. A school Lunchroom Supervision Program may be initiated, sponsored, and operated by a parent group on school space.
2. Notwithstanding the provision of space, all other aspects of the program are the responsibility of the sponsoring group. The Principal has the overriding authority for the programs within his facility and, therefore, must be involved if areas of dispute arise during the operation of the program.
3. Participation in the lunchroom program will be limited to those children enrolled at the school.
4. Provision must be made to ensure that adequate supervision is provided daily. The ratio of adult supervisors to children will be determined by the parent group in consultation with the Principal or his designate. At least one teacher shall be on supervision at all times during the noon recess.
5. *Fees and Honoraria*
 - 5.1 The lunchroom program shall be self-supporting.
 - 5.2 The sponsoring group may wish to consider a special fee or the sale of tokens for occasional users, in addition to the concept of regular users, keeping in mind that adequate supervision must be maintained.
 - 5.3 The collection of fees and disbursements of payments is the responsibility of the sponsoring group. This includes arrangements for the conditions of employment and payment of Supervisor(s).
6. A final budget statement prepared by the sponsoring group must be distributed to the parents of students who participate in the lunchroom program at the conclusion of the school year.
7. *Financial Statement*

The following statements must be prepared to accompany the application form:



- 7.1 A financial statement for previous year (if program was in operation).
- 7.2 A proposed budget.

8. *Insurance*

Although the Board has agreed to extend its liability insurance to protect the sponsoring group and any supervisor, employee, or volunteer worker of any parent-operated program, it makes no representation with respect to adequacy of coverage or limits of liability, nor does the Board release the sponsoring group from any responsibility or liability as a consequence of the insurance protection being provided by the Board. The sponsoring group may wish to acquire additional coverage and should contact an insurance broker to ensure that its potential risk is addressed.

- 9. An information package prepared by the sponsoring group in consultation with the Principal must be distributed to parents which include operational plans, rules and regulations, fee structure, behavioural expectations and discipline procedures, proposed budget statement, financial statement for preceding years, if applicable.
- 10. The Application is valid for the period from September 1 to June 30, yearly. Applications for programs must be submitted yearly by May 30, although programs may be approved throughout the year.
- 11. The School Principal, or designate, is the exclusive authority relating to all matters of the parent sponsored noon supervision program which may impinge on:
 - 11.1 Students
 - 11.2 Regular Program
 - 11.3 Discipline
 - 11.4 Facilities
 - 11.5 Caretaking Responsibilities
- 12. If in the opinion of the school administration, or the parent group, the above guidelines are not being complied with, the lunchroom program may be suspended or cancelled.

Legal Reference: ⇒ *School Act, Section 60*

Cross Reference: RVS Policy:
⇒ IHFA Supervision of Students