



Administrative Procedure 4070

Lunch Program

Board Governance Policy Cross Reference: [1](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: April 2005

Amended: December 2017

The Brandon School Division recognizes that it has a responsibility to provide access to lunch programs for some students. To that end, the Division provides procedures for two programs:

School Division Supervised Lunch Period

The School, under the direction of the School Leader, will provide noon-hour supervision for elementary school children who remain at school during the lunch period if:

- the student is transported, such as rural students, students participating in special programs, and students who are bussed due to distance from school;
- students are participating in extra-curricular activities and cannot reasonably cover the distance between the home and school during the lunch break; and
- approved by the School Leader.

The Division shall provide assistance to the school for supervision in accordance with budget guidelines.

Parent/Authorized Community Group Supervised Lunch Period

The Division will provide opportunity for parents to establish and operate a lunch program in the school building. Each parent or community group must establish a lunch program coordinator to work with the School Leader who will annually approve the program and supervisors.

Students are under the authority and supervision of the School Leader during the entire noon recess and all school rules and policies must be followed.

The lunch program will operate under the jurisdiction of the parent council where one exists or under the jurisdiction of a group of parents, or authorized community group, as approved by the School Leader.

The School Leader, in consultation with the parent council or authorized community group, will assign appropriate space(s) within the school, at no charge, and advise the parent/authorized community group as to the maximum number of students that can be accommodated.

The parent/authorized community group, in consultation with the School Leader, will establish:

- a recommended ratio of 1 adult/25 students;
- a reasonable fee scale (suggested maximum \$25.00 per month);
- orientation procedures for all adult supervisors regarding, but not exclusive to, telephone, first aid, cleaning supplies, garbage disposal, emergencies and safety; and
- procedures and routines, as well as expected behaviours, to which the parents agree prior to a student being accepted into the program. Consequences for failure to adhere to the rules may lead to withdrawal of lunch privileges at the school.

Remuneration may or may not be provided by the parent/authorized community group.

The parent/authorized community group will provide a program coordinator and supervisors whose duties shall include:

- Program Coordinator
 - take full responsibility for the program including the adults who supervise the students;
 - establish routines and rules;
 - assume responsibilities for all monies collected and prepare monthly and yearly financial reports to the School Leader and parent/authorized community group; and
 - prepare supervisor and adult assistants work schedule with one person as designated supervisor on a daily basis.
- Supervisor
 - supervise eating and activity area on a daily basis;
 - make sure assistants are in attendance and provide for substitutes when necessary;
 - plan noon hour activities with approval of the School Leader;

- ensure areas are clean and organized; and
- liaise with School Leader regarding student behaviour.
- **Adult Assistants**
 - supervise the eating area according to routines and rules provided;
 - report problems to the supervisor; and
 - assist with clean-up.