

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

- (1) Establish a fee (up to but not exceeding \$2.00 per day to a maximum of the number of days students are in school in a year). Any organizing committee that is considering increasing their user fee must engage, the parents of the users, the services of the lunch program mentor and have final approval from the assistant superintendent. Final approval from the assistant superintendent will help to ensure programs are financially operating effectively and efficiently and have a projected closing balance of no more than 10% of the total operating costs (i.e. 1 month of expenses). The setting of 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. The ratio shall be based on the age and developmental needs of the students, the overall number of students staying over the lunch hour, the physical configuration of the rooms, and the program's budget. The supervision ratio shall not exceed a ratio of one supervisor to sixty students
 - (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) possible reduction in rate for children whose parents volunteer for the program (this only applies to programs that choose to offer a parent volunteer option),
 - (g) procedures to address fee collection and outstanding accounts.
- (2) Each organizing committee shall follow accounting procedures as outlined in River East Transcona School Division policy KBEA.
- (3) Ensure compliance with all the necessary local, provincial and federal codes and regulations (i.e.: Manitoba Labour code, CRA regulations, etc.).
- (4) Establish processes for addressing student behaviour concerns in accordance with school behavior management plans and, as necessary, implement procedures to

ensure that school administration is aware of behavior management issues in a timely manner.

- (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 avail themselves of the program, except those students the school division is obligated to transport, shall be charged a fee.

Effective Date:	June 20, 2017	Review Date:
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Board Motion(s):	181/17; 114/21	
Legal/Cross Reference:	Manitoba Education, Administrative Handbook, Topic S12; Policy KBEA- PAC Funds Fiscal Accounting and Reporting	