

EDMONTON PUBLIC SCHOOLS

March 22, 2011

TO: Board of Trustees
FROM: Trustee H. MacKenzie
SUBJECT: Motion re Review of Lunch Fees Policy and Practices

RECOMMENDATION

That the Policy Review Committee examine our policy regarding lunch fees for the purpose of ensuring fairness and equity and clarifying expectations within the district. This review would include reviewing the lunch fee policies of other metro boards.

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Notice of the above motion was served at the March 8, 2011 board meeting.

Copies of the following documents have been provided as information:

- Board Policy IH.BP - Supervision of Elementary and Junior High Students During Lunch (Appendix I)
- Administrative Regulation IH.AR- Supervision of Elementary and Junior High Students During Lunch (Appendix II)

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- Appendix I - Board Policy IH.BP - Supervision of Elementary and Junior High Students During Lunch
Appendix II - Administrative Regulation IH.AR- Supervision of Elementary and Junior High Students During Lunch

Edmonton Public Schools Board Policies and Regulations

CODE: IH.BP	EFFECTIVE DATE: 09-03-2010
TOPIC: Supervision of Elementary and Junior High Students During Lunch	ISSUE DATE: 11-03-2010
	REVIEW DATE: 03-2015

Schools shall provide lunch-time supervision at school for elementary and junior high students whose parents request the service and pay the required fees. No user of the service, with the exception of specific categories of students as defined in administrative regulations, shall pay fees exceeding their proportionate share of the cost of the service.

Reference(s):

[IH.AR](#) - Supervision of Elementary and Junior High Students During Lunch

[IHFA.AR](#) - Supervision of Students

Edmonton Public Schools

Board Policies and Regulations

CODE: IH.AR	EFFECTIVE DATE: 21-06-2000
TOPIC: Supervision of Elementary and Junior High Students During Lunch	ISSUE DATE: 22-06-2000
	REVIEW DATE: 06-2005

A. RESPONSIBILITIES

1. Principals shall ensure that students remaining at school are adequately supervised during the lunch-hour.

B. FEES

1. Subject to Sections B.2 and B.3, principals have the authority to charge fees for lunch-time supervision and to determine the amount of the fees.
2. Fees paid by users shall not exceed their proportionate share of the cost of the service.
3. The cost of the service is defined as the total of:
 - a. Lunch supervisors' wages;
 - b. Lunch program coordinators' wages;
 - c. Custodians' wages attributable to the lunch program; and
 - d. An additional 20 per cent for supplies, equipment and incidental expenses.
4. The principal shall give parents an opportunity, at the beginning and end of the school year, to obtain summary information about revenues and expenditures associated with the lunch-supervision service.
5. If parents fail to pay the required fees, the principal may:
 - a. Withdraw privileges normally available to students during the lunch hour, or
 - b. Discontinue the service after informing the parents that they will be required to make alternate arrangements.

C. PARENTS NOT REQUIRED TO PAY FEES

1. Students who are eligible to receive lunch-time supervision at no cost to parents include the following:
 - a. Students attending their designated receiving school and residing in neighbourhoods where no school has been built, or where a school has been closed, provided:
 - i. Their neighbourhood of residence does not adjoin the receiving school's immediate neighbourhood, or
 - ii. Their neighbourhood of residence does adjoin the receiving school's neighbourhood, but their homes are beyond reasonable walking distance as determined by the principal.
 - b. Students attending a special needs district centre program, and not residing in that school's immediate neighbourhood.
 - c. Students whose parents, in the opinion of the principal, are unable to pay all or part of the fee due to exceptional circumstances.

Reference(s):

[IH.BP](#) - Supervision of Elementary and Junior High Students During Lunch

[IHFA.AR](#) - Supervision of Students

[INB.AR](#) - School Assessed Fees
