

Parent Group Lunch Programs

Date: September 2006

The following information is provided to assist parent groups in developing a Parent-run Lunch Program in accordance with Winnipeg School Division Lunch Program Supervision Guidelines for Elementary Schools.

Parent Lunch Programs located in Winnipeg School Division schools must operate within the policy, practices and guidelines of the school and school division.

A. PERMITS

It is the responsibility of the parent group providing the noon-hour lunch program to obtain the necessary permit for the use of the allocated school space.

Prior to application parent group must discuss with the school principal the availability of space.

A completed permit application must be submitted on or before June 1 for the following school year to:

Transportation & Permits Section
Winnipeg School Division
1577 Wall Street East
Winnipeg, Manitoba R3E 2S5

The Winnipeg School Division will issue a permit to the school's Parent Council or other parent group requesting same, for the use of a designated area in the school and/or playground for the purposes of operating a lunch program.

It is the responsibility of the permit holder to ensure that the program is operated in accordance with the terms of the permit and the attached guidelines (see JHFA-R). The principal of the school is responsible for ensuring compliance with these requirements.

B. SUPERVISION

Supervision of students attending the parent-run lunch program is the responsibility of the supervisor identified/hired by the permit holder.

Behavior expectations are to be developed in consultation with the school principal in order to be consistent with the school's behaviour management plan and are to be clearly outlined to students attending the parent-run lunch program.

C. INSURANCE

The Division is covered for insurance purposes under the Manitoba Schools Insurance Program. Coverage under the plan includes \$30,000,000 liability coverage. Liability coverage for organizations providing a lunch program for Division students is included under the Division's Insurance Policy.

It is recommended that parents of students participating in the Lunch Program be encouraged to purchase Student Accident Insurance, which is available at minimal cost.

D. PAYMENT OF WAGES AND COMPLIANCE WITH REVENUE CANADA REGULATIONS

If a Parent Council operating a noon-hour lunch program hires staff to deliver the program, an employer/employee relationship will exist. It is strongly suggested that the Parent Council (employer) take appropriate action to ensure that it meets its legal responsibilities with employees. This may include, but is not limited to the following:

Payment of Wages

- Clear outline of employee responsibilities and basis of payment of wages
- Compliance with Provincial statutes regarding vacation pay
- Maintenance of appropriate records.
- Employment Insurance deductions and provision of Records of Employment
- *(There are a number of service agencies which provide comprehensive payroll services. Parent Groups may wish to consider this option as a means of meeting their payroll obligations.)*

E. OPERATION OF LUNCH PROGRAM

It is the responsibility of the parent group to issue receipts for and maintain appropriate records for all money received.

Parent groups should prepare an annual budget for the operation of the Lunch Program.

A complete financial accounting of the operation of the lunch program should be provided to the Parent Council on a regular basis.

The lunch program is to operate on a non-profit basis ensuring that the fees collected are used only for wages for supervision and the supplies, equipment, and materials required to operate the program.

F. STAFF TRAINING

Staff training will be available. Topics which are being considered are:

- ♦ Developing a Behaviour Code of Conduct
- ♦ Behaviour Management
- ♦ How to deal with bullying
- ♦ CPR Training
- ♦ Activities to plan for students.

Notices of these sessions will be sent to every school Parent Council in June. Please contact Volunteer Services at 474-1513 / 453-1748.

Additional Information

The following information is provided to assist parents in the operation of a lunch program:

i) Personnel

- Background Check

The parent council may wish to establish procedures to check the qualifications and background of the lunch program supervisors.

The procedures used for Winnipeg School Division volunteers may be appropriate in this instance.

- Training Requirements

The lunch program supervisors should have access to training in CPR, First Aid and Behaviour Management Techniques.

ii) Registration Procedures

It is suggested that initial registration for the program should be done in June of each year.

The registration form should include the following information:

- student's medical number
- emergency phone number
- medical conditions
- any special instructions.

This information should be kept in a secure place in the lunch room.

iii) Emergency Procedures

The principal shall review the school's emergency procedures and fire drill practice with the lunch program staff.



POLICY JHFA
SUBJECT: SUPERVISION OF STUDENTS

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