

Noon Services

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clear direction for permissible fees that may be levied to parents for noon services
- To provide clarity and guidelines for noon services offered to students as they relate to food service and supervision.

2 | Scope

This Administrative Regulation applies to:

- All noon service programs being offered students within CBE facilities.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE provides flexible options, based on school configuration, for students during the noon period.
- CBE provides a safe and caring environment for students.
- CBE involves community and stakeholder groups.
- All noon services offered within CBE facilities operate in accordance with CBE regulations and Alberta Public Health Act Food Regulation.

5 | Definitions.

CBE: means The Calgary Board of Education.

Noon period: means the time frame between morning and afternoon classes.

Noon service: means any program or service offered to students during the lunch break.

Paid noon supervision service: means the provision of supervision of students over the lunch break. Lunch is not provided.

Administrative
Regulation No.
3048

Classification:
Schools

Effective Date:
September 1, 2017



6 | Regulation Statement

- Application**
- 1) All schools offering programs to Grades 1-6 students, and where applicable, full day kindergarten, must offer a noon supervision service.
 - 2) Noon services may be offered to students in Grades 7-9 depending upon space, resources and the needs of the community
 - 3) A noon supervision service must provide participating students with supervision while they are eating and during the noon period activities.
- Location**
- 4) The principal is responsible for determining the location of the space for the noon service at the school.
 - 5) In absence of a dedicated space, the principal must designate a space in the school that is compatible with the school's instructional program.
- Food services**
- 6) Food services may be offered in some locations.
 - 7) Food and beverages offered for sale must consist of nutritious items and align with the guidelines presented in AR 3047 - Nutrition.
 - 8) Attention must be paid to food safety and guidelines in the current Alberta Public Health Act-Food Regulation and safety guidelines provided by CBE Safety Services.
- Fees**
- 9) A Ministry approved noon supervision fee schedule will be set and published annually.
 - 10) All CBE noon supervision fees are set in accordance with the approved noon supervision fee schedule.
 - 11) Schools shall only charge those fees identified on the approved noon supervision fee schedule.
 - 12) All students accessing the noon supervision service are required to pay the fee or obtain a waiver.
 - 13) CBE will annually publish fee schedules, waiver and refund information on:
 - a) the public website, and

- b) individual school websites.
- 14) Principals will communicate to parents and staff the waiver and refund process at least once per year.
- Waiver of fees**
- 15) A parent or independent student may apply for an approved waiver of noon supervision fees.
- 16) Waiver requests must be completed annually and are only valid for one school year.
- 17) A waiver for noon supervision services fees may be approved if the parent:
- a) qualifies for:
 - i. Social Services benefits,
 - ii. Alberta Child health benefit,
 - iii. Convention refugee status,
 - iv. Government sponsored refugee status,
 - v. Calgary Fair Entry or
 - vi. low income status based on other reasonable proof.
 - b) completes the CBE waiver application form and provides the required documentation.
- 18) A waiver may be granted based on compassionate grounds as identified in writing by school administration.
- Collection of fees**
- 19) At least two notifications will be sent to individuals with unpaid transportation or noon supervision service fees prior to engaging in further collection action.
- 20) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.
- Refunds**
- 21) Thirty days written notice is required to process cancellations and issue refunds.
- 22) Fees for the unused portion of noon supervision fees will be refunded on a pro-rated basis upon written request.
- 23) No refunds will be processed after April 30.
- Concerns/Complaints regarding program**
- 24) Concerns or complaints arising regarding the noon services program must be addressed utilizing the current process outlined in the Administrative Regulation.
- Emergency**
- 25) Principals are required to make arrangements for the

- situations** appropriate supervision of all students during the noon period when unforeseen circumstances such as inclement weather or emergencies occur including those not registered in a noon service.
- 26) Nutritious food must be available, on an emergency basis only, to those students participating in a noon service program.
- Operating costs**
- 27) All operating costs of food services programs will be the responsibility of the school.
- 28) All purchases of goods and services must adhere to the guidelines in Administrative Regulation 7001 - Purchase of Good and Services.
- Facilities**
- 29) Facilities and equipment will be maintained on a regular basis to ensure safe operation and a safe environment for all.
- 30) In the case of contracted service, the principal must be made aware of any health violations and/or reports on a timely basis to ensure the ongoing operation of a safe environment for all.
- 31) CBE permitted kitchens and cafeterias will not be leased or rented to outside agencies.

7 | History

DATES	
Approval	July 10, 2002
Revision/Review Dates	July 1, 2003 May 17, 2013 June 8, 2015. June 2017

8 | Related Information

- AR 3047 Nutrition
- AR 7001 Purchase of Goods and Services
- AR 7012 Vending Machines in Schools
- CBE Noon Supervision Services Handbook
- AR 6005 Student Code of Conduct
- AR 6006 Progressive Student Discipline