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.
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

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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