

Inform

Lunch Supervision Manual

Students and Families



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Calgary Board
of Education



Lunch Supervision Manual – Students and Families

Lunch Supervision Program

There are approximately 56,000 CBE students in full day kindergarten to grade 6 who utilize the lunch supervision program. Lunch supervision offers a safe, caring, and respectful supervised environment for students over the lunch period. The lunch period includes two separate components: a dedicated space for eating, and outdoor activities.

Please refer to this manual for information on eligibility, registration, fees, program details, and answers to some of the most frequently asked questions.

Eligibility

Students who are eligible for the lunch supervision program are students who are registered in the lunchroom program and attend 2/3 day or full-day kindergarten and students in grades 1 to 6 who either:

1. Stay at school during lunch (i.e., students who walk)
2. Ride the bus

Note: Annual [fees](#) apply and are posted monthly.

Registration

Families can register their child for lunch supervision program online using their [MyCBE](#) parent account.

Annual Fees

2023-24 Elementary [Lunch Supervision Fee](#).

*Kindergarten (full-day) and Grades 1-6	2023-24
2/3-day (alternating Kindergarten) program	\$162.50
4-day program	\$ 305
5-day program	\$ 335

*Please refer to the [school list](#) to see if the program is 4 or 5 day.

No child is ever denied access to an education in the CBE due to an inability to pay. The CBE has a waiver process for families who are unable to afford the fees. Visit our [Waivers](#) page for more information and details regarding documents required as proof of income.

Drop-In Service

Please contact your child's school regarding their process for accommodating drop-ins. Those schools offering drop-in services will charge a \$5 per child per day drop-in fee.

Attendance

Student attendance at lunch is taken daily by lunch supervision staff. Lunch supervision is a fee for service. Please be advised that if students use the service but do not register, families will be charged the full amount of the applicable fee.

Students who go home for lunch but return for any portion of the lunch period will also be charged the lunch supervision fee, unless prior approval from school administration, excluding lunchtime clubs.

Students must remain on school grounds during the entire lunch period, unless written permission has been provided to the school by a parent/guardian.

Cancellation

Families can cancel lunch supervision for their child(ren) online using their [MyCBE](#) parent account.

Thirty (30) days written notice is required to process cancellations and issue refunds, if applicable. Refunds will not be issued for partial months. If there are other fees or charges owing to the CBE from the Parent/Guardian, the CBE reserves the right to retain the refund for the purpose of deducting the amount of the refund from other outstanding charges or fees owed.

If the Parent/Guardian permanently moves his/her residence after the beginning of the CBE school year, or the student moves to another school and no longer requires lunch supervision services, a prorated refund shall be made upon receipt of a cancellation.

Requests must be made within 30 days of the last day of supervision. Confirmation of non-use must also come from the school.

More information can be found on the [Fees & Waivers](#) page.

Tax Receipts

For income tax purposes, lunch supervision fees are considered childcare. Official tax receipts will be distributed in February each year.

Behaviour

Students are expected to contribute to a safe, respectful, and caring environment. As the lunch period is a part of the school day, the same behavior is expected of the students as outlined in the [Administrative Regulation 6005 – Student Code of Conduct](#), [Administrative Regulation 6006 – Progressive Student Discipline](#) and [Lunchtime | Student Expectations](#). Please contact the school principal if you have any questions or concerns.

Weather Policy

Students will spend part of the lunch period outdoors. Students are expected to dress in weather-appropriate clothing including footwear, coats, hats and mittens/gloves. Students are reminded to bring a hat, water bottle and sunscreen for hot days. Lunch supervision follows the [Outside Activities Guidelines](#). Alternate activities will be provided if students are kept indoors due to inclement weather, which may include temperature and/or heat index of 29 degrees Celsius or above, temperatures of -20 Celsius including wind-chill and air quality of greater than 7.

Playground Structure Safety

Student safety on the play structures is our utmost concern. All students accessing playground equipment are required to do so [safely](#). Specifically, students should:

- Tie up long hair
- Ensure shoe and boot laces are tied securely
- Ensure all loose items of clothing are removed or tucked into shirt or coat
- Avoid the use of outdoor wear that can cause a choking hazard such as scarves
- Limit access to the play structures when wearing loose attire such as Halloween costumes or neck ties

Frequently Asked Questions

Why are students required to be supervised?

Our [Administrative Regulation 3048 – Lunch Services](#) states that all schools offering programs to students attending alternative and full-day kindergarten through to grade 6 students (regardless of the school's grade configuration) must offer a lunch supervision service.

Why do I need to pay lunch supervision fees?

Families of students staying at school during the lunch period are required to pay the annual lunch supervision fee. Lunch supervision services provide participating students with supervision while they are eating and during the lunch period activities. Revenue from these fees are used by schools to hire lunchroom supervisors. Income tax receipts are issued for lunch supervision fees: receipts may be included as childcare expenses for income tax purposes.

Does my child have to stay at school during the lunch hour?

No, your child is not required to participate in lunch services if they are “signed-out” by a guardian or other arrangements are made for their supervision. Families are responsible for ensuring care is provided during the lunch hour when a student is taken off the school grounds.

Why doesn't lunch supervision look the same for all students, regardless of the school they attend?

The CBE provides flexible options, based on school configuration, for students during the lunch period. Principals have the flexibility to make school-based decisions for their lunch supervision programs based on the building layout, overall school utilization and grade configuration in the school.

How does the level of supervision in middle schools differ from the level that students in older grades at the same school receive?

Our schools provide supervision for all students inside of school buildings and on school

property during the lunch period. The difference is that students in Grade 7 and above are not supervised by dedicated lunch supervisors.

Why are students in Grade 7 and above not charged for lunch supervision?

Supervision of the students in the older grades is not provided by dedicated lunch supervisors paid with revenue from lunch supervision fees. Some schools may charge a lunchtime activity fee, but that revenue is used to supplement equipment and/or materials for lunch hour activities.

My child is not supervised on Calgary Transit coming to school, why do they need supervision at lunch?

Parents choose how their students get to and from school. When a student accesses public transportation services, the parent is responsible for supervising the student's access and use of that service.

Transportation is not related to lunch supervision. The Province of Alberta [Education Act](#) requires the CBE to be responsible for the supervision of students while in school and on the school grounds. Our [Administration Regulation 3048 – Lunch Services](#) requires all schools offering alternative or full-day kindergarten to Grade 6 programming must offer lunch supervision services.

What if my child only stays over the lunch period on certain days?

Please connect with your child's school regarding their ability to accommodate drop-ins.

What if my family cannot afford to pay the lunch supervision fees?

The CBE has a waiver process for families who are unable to afford to pay the fees. Visit <https://www.cbe.ab.ca/registration/fees-and-waivers/Pages/Waivers.aspx> for more information about the application process.

What should my child bring for lunch?

Students in the lunch program at the elementary level need to bring lunch as cafeteria service only becomes available in some junior/middle and high schools. We encourage the use of an insulated flask (e.g., Thermos™) for hot lunches, as microwave ovens and hot water are not provided. Please provide any cutlery required for the lunch as cutlery is not provided by schools. Many schools now participate in "Boomerang Lunches" (pack in, pack out) and it is suggested to supply a resealable bag to store used portions of food, lessening mess in the lunch bag.

What happens if my child forgets their lunch?

Some schools may have an emergency pantry and provide prepackaged food, such as granola bars, should your child forget lunch, however attempts may be made to phone home first.

In some schools, to help bridge the nutritional needs of students when necessary, lunch and snack programs are supported by a number of organizations such as Calgary Boys and Girls Club, Brown Bagging for Calgary Kids, the Calgary Interfaith Food Bank and Meals on Wheels. Please talk to your school administration team to learn about your school's involvement in any of these programs.

Is lunch provided as a part of the fee?

Students are required to bring a lunch as the fee only covers the cost of the lunch supervisors.

How is lunchroom organized?

The CBE provides flexible options, based on school configuration, for students during the lunch period. Principals have the flexibility to make school-based decisions for their lunch supervision programs based on the building layout, overall school utilization and grade configuration in the school. As examples, lunch may be in the gym, in hallways or in classrooms.

Are there school amenities provided?

There is no access to hot water, microwave ovens or other cooking facilities at the elementary school level. Some middle schools may provide access to hot water or a microwave oven as per principal decisions. Cutlery and other items, such as straws and napkins are not supplied.

What if my child has allergies or medical concerns?

Please provide the details of any allergies to your school. Lunch supervision programs make every effort to accommodate situations to prevent a severe allergic reaction. If your child is anaphylactic, they should carry an Epi-pen on their person throughout the school day, including the lunch hour.

What does the outside portion of lunch supervision include?

Students are required to stay within school boundaries and are encouraged to socialize and play, in a safe and respectful manner.

It is important to send students with appropriate outdoor clothing given that the weather in Calgary can change quickly. A reminder to also provide a water bottle, sunscreen and a hat during warmer weather.

Parents wishing to talk to their student at lunchtime will be directed to meet with them in the office. For safety reasons and in accordance with the Education Act, parents and other non-school persons are not permitted on the playground while other students are present and will be asked to leave.

What happens if it is too cold, too hot or too smoky to go outside?

Alternate activities will be provided if students are kept indoors.

Who do I contact if I have any further questions or concerns?

- If you have a general question about the lunch supervision program, please email noonservices@cbe.ab.ca.
- If you have a question about registration, fees or payments, please email studentfees@cbe.ab.ca.
- If you have a question specific to your school, please contact your school administrative team.

Quick Resource Guide

Student Fees	<ul style="list-style-type: none"> ▪ Fees ▪ Payments 	e StudentFees@cbe.ab.ca
Lunch Supervision	<ul style="list-style-type: none"> ▪ General program inquiries 	e noonservices@cbe.ab.ca
Administrative Regulations	Administrative Regulation 3048 – Lunch Services Administrative Regulation 3047 – Nutrition Administrative Regulation 6005 – Student Code of Conduct Administrative Regulation 6006 – Progressive Student Discipline	

Other Resources	Healthy Relationships Healthy Eating Positive Mental Health Alberta Nutrition Guidelines for Children and Youth Healthy Eating in Schools
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Family Checklist

Getting ready for the yearly lunch program

- I have registered my child/student for lunch supervision.
- I have reviewed this manual with my child.
- I have communicated any allergies or medical concerns to the school.

Getting ready for the daily lunch program

- My child has a nutritious lunch.
- I have notified the school if my child will not be at school over the lunch period.
- I have sent my child with weather-appropriate clothing and/or sunscreen and a water bottle.

During lunch supervision

- My child will support a welcoming, safe, caring, and respectful environment.
- My child will follow the directions provided by all lunch supervision staff.
- My child will follow safe playground practices.

Lunch Supervision Terms and Conditions / Cancellation and Refund Policy

Terms and Conditions

1. The personal information contained in this form is collected under the authority of the *Education Act* and the Student Record Regulation and section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) for the purposes noted.
2. Participation in the Calgary Board of Education lunch supervision services is contingent upon the child(ren)'s compliance with the CBE [Administrative Regulation 6005 - Student Code of Conduct](#) and [Administrative Regulation 6006 – Progressive Student Discipline](#). The Parent/Guardian acknowledges and agrees that the student must comply with CBE's student code of conduct while staying at school for the lunch break.
3. The Parent / Guardian promises to pay the annual fee referred to in this form. Use of service indicates that the Parent/Guardian accepts the terms and the responsibility to pay the annual fee.
4. Refunds: If the student no longer requires lunch supervision, a refund shall be made upon receipt of the *Request to Cancel Lunch Supervision Registration*. Requests must be made within 30 days of the last day the student stayed for lunch. Refunds are issued for complete months following submission of the Request to Cancel form. No refunds will be issued after April 30. No refunds will be provided for occasional disruption of service.
5. This is an offer of services according to the terms, conditions and payment obligations set out in this form. Please be advised that if you use the services but do not sign this registration form, you will be deemed to have accepted this registration by your conduct and will be charged the full amount of the applicable fee. Unpaid fees may be referred to collections by the CBE without further notice.
6. Notwithstanding the above provisions concerning refunds, if there are other fees or charges owing to the CBE from the Parent/Guardian, the CBE reserves the right to retain the refund for the purpose of deducting the amount of the refund from the outstanding charges or fees owed to the CBE.
7. In the event of non-payment in whole or in part of the fee or any administration fee, the CBE may pursue collection of fees through legal or other proceedings.

Cancellation / Refund Policy

Thirty (30) days written notice is required to process cancellations and issue refunds if applicable. Refunds will not be issued for partial months.

If the Parent/Guardian permanently moves his/her residence after the beginning of the CBE school year, or the student moves to another school and no longer requires lunch supervision services, a prorated refund, shall be made upon receipt of the Request to Cancel Lunch Supervision Registration form.

Requests must be made within 30 days of the last day of supervision.

Notwithstanding the above provision concerning refunds, if there are other fees or charges owing to the CBE from the Parent/Guardian, the CBE reserves the right to retain the refund for the purpose of deducting the amount of the refund from the outstanding charges or fees owed.

For additional information on cancellations and refunds please visit [Lunch Supervision](#).