 <b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>		
<b>POLICY:</b>	<b>NOON-HOUR SUPERVISION</b>	<b>CODE: DG-17</b>
<b>Origin:</b>	General Directorate	
<b>Authority:</b>	Resolution #98-10-28-5-C3.2	
<b>Reference(s):</b>	Education Act, Section 292	

## PREAMBLE

The present policy concerns the provision and management of noon-hour supervision in elementary schools under the authority of the school. It is based on the Education Act, which states that:

Whether or not a school board provides transportation at noon to allow students to have their meal at home, it is required to ensure, in the manner agreed upon with the governing boards and on the financial conditions as it may determine, supervision of the students who stay in school. (Education Act, Art. 292)

## OBJECTIVES

1. To ensure respect of the Education Act and the provisions of the collective agreement(s) in force.
2. To ensure the provision of safe and quality service consistent with the needs and wishes of the school community.

## PRINCIPLES

### Right to Noon-Hour Supervision

Noon-hour supervision services are provided to preschool and elementary school students duly registered in the school.

## **Personnel**

1. The service is provided by accredited staff hired by the School Board.
2. Recruitment, hiring, assignment and payment of staff are subject to the provisions of the collective agreement(s) and the hiring policy of the School Board.
3. The working conditions of noon-hour supervisors are regulated by the collective agreement(s) in place.
4. The maximum ratio of students per supervisor is 40:1.

## **Financing**

1. The service must be self-financed at the school level.
2. Minimum user fees must be based on hourly wages for supervisors as established in the collective agreement and student-supervisor ratios.
3. The school, with the approval of the governing board, determines the user fee required to cover the projected costs, on a self-financing basis, of the noon-hour supervision program.
4. All students under the responsibility of noon-hour supervisors are subject to the user fee as determined by the school.

## **ROLES AND RESPONSIBILITIES**

### **School Administration**

1. Determines the lunch period schedule as well as the organization of activities.
2. Establishes a student-supervisor ratio, up to a maximum of 40:1, in accordance with the needs of the school community.
3. Determines the amount of the user fee.
4. Determines the frequency of the fee payments (once a month, once a year, twice a year, etc.).

5. Presents the noon-hour supervision program and fee structure to the governing board for approval.
6. Ensures that parents are informed of the program, fees, and method(s) of payment in place at the school.
7. Recruits the number of supervisors required within the guidelines established by the Human Resources Department.
8. Manages the human and financial resources of the school's noon-hour supervision program.
9. May delegate certain responsibilities (e.g., collection of fees, maintenance of a substitution list) to one of the supervisors.

### **Supervisors**


1. Are responsible for delivering the services of the school's noon-hour supervision program.
2. Ensure that the rules of conduct and safety measures of the school are respected during the noon-hour period.

### **Governing Board**

Approves the program and fee structure for noon-hour supervision.

### **School Board**

Processes the employment applications and payment of the noon-hour supervisors.

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<b>PROCEDURE:</b>	<b>NOON-HOUR SUPERVISION</b>	<b>CODE: DG-17.P</b>
<b>Origin:</b>	General Directorate	
<b>Reference(s):</b>	Education Act, Section 292	

## OBJECTIVES

1. To set minimum standards for fee structures based on accepted supervision ratios and hourly rates for supervisors.
2. To provide school administrators with the information required to manage the human and financial resources of the school's noon-hour supervision program.

## CALCULATION OF FEES

The minimum standardized fee structure is based on supervision ratios (students per supervisor) established by the school and hourly rates for supervisors as stipulated in the collective agreement(s) in force.

1. Schools define the student-supervisor ratios according to their specific needs; however, the maximum ratio is 40:1 (see Policy).
2. The hourly rates for supervisors is provided in Appendix A. (These rates are subject to change on January 1st of each year.)

A formula for calculating a minimum user fee is provided in Appendix B, based on the maximum student-supervisor ratio and the current hourly rates. It includes a 2% administrative charge retained centrally (see below). The calculation does not take into consideration:

3. contingencies (for example, families unable to pay fees);
4. lower student-supervisor ratios;
5. reduced fees for second/third child;
6. cost of an additional supervisor (if such is desired) to help with administrative tasks (see Policy).

Reserves for any or all of the above will necessitate an increase in the basic minimum fee.

## **COLLECTION OF FEES**

The school administration determines the frequency of the noon-hour fee payments (once a month, once a year, twice a year, etc.). To reduce the incidence of delinquent payments, more frequent installments might be a preferable option.

The school administration, or a person designated by the school administration (see Policy), is responsible for the collection of fees.

### **Collection of Unpaid Fees**

Procedures for the collection of unpaid fees shall be considered as part of the program and budget presented to and approved by the governing board. The following guidelines are suggested:

1. After various interventions deemed appropriate, the school administration writes to the individual concerned, explaining the rationale for the noon-hour supervision policy and requesting that the amount outstanding be forwarded to the school as soon as possible.
2. Failing a response within thirty (30) days, the school administration arranges to have a second notice sent requesting payment.
3. If, within a further delay of thirty (30) days, no response is received, the school administration takes whatever action it deems appropriate from the procedures approved by the governing board.

## **APPROVAL OF GOVERNING BOARD**

Once the program (activities, ratios, fee structure and methods of payment) has been determined, the school administration presents it to the governing board for approval.

## **INFORMATION TO PARENTS**

The school administration publicizes the noon-hour supervision program, fees, and methods of payment in force at the school.

Parents shall be advised that students in the noon-hour supervision program are subject to the school's rules of conduct, which have been approved by the governing board.

## **RECRUITMENT AND PAYMENT OF SUPERVISORS**

The school administration recruits the number of noon-hour supervisors required for the school and determines their schedules.

New employees are sent to the payroll office to fill out the required application forms in order to be paid.

Supervisors are paid by the School Board on a bi-weekly basis. The employee time sheet (Form EP-60) must be filled out, authorized by the school principal and sent to Payroll, which then issues the cheque to the employee.

Financial Services invoices the school on a monthly basis for all salaries and fringe benefits paid during the month. It transfers two percent (2%) of the billing to cover human resources costs in processing payments of supervisors.

**NOON-HOUR SUPERVISION  
HOURLY RATES AND SALARY SCALES  
CALCULATION OF COST OF SELF-FINANCING**

Class of Employment: Student Supervisor

Step	Hourly Rates as of 98-01-01*	Benefits 11%	Vacation 8%	Employer's Contribution** 12.80%	Maternity Leave 0.25%	<b>Cost of Self-financing</b>
1	\$12.76	\$1.40	\$1.02	\$1.94	\$0.04	<b>\$17.16</b>
2	\$13.07	\$1.44	\$1.05	\$1.99	\$0.04	<b>\$17.59</b>
3	\$13.37	\$1.47	\$1.07	\$2.04	\$0.04	<b>\$17.99</b>
4	\$13.68	\$1.50	\$1.09	\$2.08	\$0.05	<b>\$18.40</b>
5	\$14.01	\$1.54	\$1.12	\$2.13	\$0.05	<b>\$18.85</b>

\*Rates are subject to change on January 1st of each year.

\*\*Employer's contribution:     CAC  
  CSST  
  RAMQ  
  RRQ

**APPENDIX B**

**CALCULATION OF MINIMUM USER FEE**

Number of students staying for lunch:			_____ (A)
Minimum no. of supervisors required:	$\frac{A}{40}$	=	_____ (B)
Yearly cost:	$B \times \text{hourly rate}^* \times \text{hrs/day} \times \text{no. of days}$	=	_____ (C)
2% administration fee:	$(C \times .02)$	=	_____ (D)
Total yearly cost:	$C + D$	=	_____ (E)
Minimum yearly user fee:	$\frac{\text{Total yearly cost (E)}}{\text{Total no. of students (A)}}$	=	_____ (F)

**Example:**

Number of students staying for lunch:			<u>280</u> (A)
Minimum no. of supervisors required:	$\frac{280}{40}$	=	<u>7</u> (B)
Yearly cost:	$7 \times \$18.00^* \times 1.25 \times 183$	=	<u>\$28,822.00</u> (C)
2% administration fee:	$\$28,822.00 \times .02$	=	<u>\$576.44</u> (D)
Total yearly cost:	$\$28,822.00 + \$576.44$	=	<u>\$29,398.44</u> (E)
Minimum yearly user fee:	$\frac{\$29,398.44}{280}$	=	<u>\$104.99</u> (F)

\* To determine hourly rate, refer to the salary scale in Appendix A, under the column 'cost of self-financing' (which includes fringe benefits). In the example above, the average rate (\$18/hr) is used.