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| <b>EASTERN TOWNSHIPS<br/>SCHOOL BOARD</b>  | <i>Title:</i><br><br><b>GUIDELINES FOR NOON-HOUR SUPERVISION<br/>ELEMENTARY SCHOOLS</b> |   |
| <i>Source:</i><br><b>Dir. of Financial Services<br/>Audit Advisory Committee</b> | <b>Tabled at the April 29, 2003<br/>meeting of the Council of<br/>Commissioners</b>     | <i>Reference Number:</i><br><br><b>P025-1</b> |

## 1. PREAMBULE

This guideline establishes 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)*

This guideline does not cover students who remain in the school during noon hour and are registered under the \$5/day daycare program.

## 2. OBJECTIVES

- 2.1 to ensure respect of the Education Act and the provisions of the collective agreement(s) in force;
- 2.2 to ensure the provision of safe and quality service consistent with the needs and wishes of the school community.

## 3. PRINCIPLES

### 3.1 Right to Noon Hour Supervision

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

### 3.2 Personnel

- 3.2.1 The service is provided by unionized staff hired by the School Board. Given that there is no classification specific to noon hour supervision, noon hour supervisors are categorized under the Student Supervisor classification of the collective agreement.

3.2.2 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.

3.2.3 Working conditions of student supervisors are regulated by the collective agreement in place.

3.2.4 The recommended ratio of students per supervisor is between 50:1 and 70:1 based on the needs of individual schools.

### 3.3 Financing

3.3.1 The service must be self-financed at the school level.

3.3.2 Noon hour supervision fees must be based on hourly wages for student supervisors as established in the collective agreement and student per supervisor ratio.

3.3.3 The school, with the approval of the governing board, determines the fee required to cover the projected costs for noon hour supervision;

3.3.4 All students under the responsibility of student supervisors are subject to the fee as determined in 3.3.3 above.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 School Administration

4.1.1 determines the lunch period schedule;

4.1.2 establishes a student per supervisor ratio in accordance with the needs of the school and its community;

4.1.3 determines noon hour supervision fee based on the student per supervisor ratio;

4.1.4 determines the frequency of the fee payments (once a year, twice a year);

4.1.5 presents the noon hour supervision fee structure to the governing board for approval;

4.1.6 ensures that parents are informed of the fees and method of payment in place at the school, once a decision is made by the governing board (preferably in May or June);

4.1.7 recruits the number of student supervisors required within the guidelines established by the Human Resources Department;

4.1.8 manages the human and financial resources of the school's noon hour supervision services;

4.1.9 may delegate certain tasks (e.g. collection of fees) to one of the student supervisors.

#### 4.2 Student Supervisors

An extract of the classification plan for Student Supervisors is the following:

'The principle and customary work of an employee in this class of employment is to maintain order, discipline and respect for the regulations among pupils in accordance with the policy of the school board in buildings such as schools and on the adjacent grounds administered by the school board. He or she collaborates in pupil activities and in addition, he or she sees to the safety and well-being of pupils.

The employee in this class of employment carries out preventive supervision by informing pupils regarding the regulations in force and also corrective supervision, noting irregular behavior and reporting it to the competent authority.

During rush hours, in particular, the employee supervises the principal points in the institution as well as on the grounds adjacent to the building. He or she gives pupils the information they require to reach various locations.

The employee carries out a particular supervision to note abnormal situations and the causes of accidents and shall report them to the person in authority.

In collaboration with the teaching staff and the members of pupil services, the employee participates in and supervises pupil activities.'

#### 4.3 Governing Board

4.3.1 After evaluating the needs of the school, the governing board approves the fee structure for noon hour supervision.

#### 4.4 School Board

4.4.1 Hires and processes the employment applications and payment of the student supervisors.

### 5. CALCULATION OF FEES

5.1 The noon hour supervision fee structure is based on the student per supervisor ratios established by the school and hourly rates for supervisors as stipulated in the collective agreement in force.

- 5.1.1 Schools define the student per supervisor ratios according to their specific needs; however, the recommended ratio is between 50:1 and 70:1;
- 5.1.2 The hourly rates for student supervisors is provided in *Appendix A* (these rates are subject to change on January 1<sup>st</sup> of each year.)
- 5.2 A formula for calculating the noon hour supervision fee is provided in *Appendix B*, based on the maximum student per supervisor ratio and the current hourly rates. The calculation does *not* take into consideration:
- Daycare students;
  - Contingencies (for example, families unable to pay fees);
  - Lower student-supervisor ratios;
  - Cost of an additional supervisor (if such is desired) to help with administrative tasks (4.1.9).

Reserves for any or all of the above will necessitate an increase in the noon hour supervision fee.

## 6. COLLECTION OF FEES

- 6.1 The School Administration, or a person designated by the School Administration (section 4.1.9) is responsible for the collection of fees.
- 6.2 Collection of Unpaid Fees

If the school has developed a collection of unpaid fees procedure, the school must respect steps identified in that procedure; otherwise, the following steps should be taken.

- 6.2.1 After various interventions deemed appropriate, the School Administration writes to the individual concerned, explaining the rationale for the noon hour supervision and requesting that the amount outstanding be forwarded to the school as soon as possible.
- 6.2.2 Failing a response within 30 days, the School Administration arranges to have a second notice sent requesting payment.
- 6.2.3 If within a further delay of 30 days no response is received, the School Administrator takes whatever action it deems appropriate from the procedures approved by the Governing Board.
- 6.2.4 The School Board will recommend a collection agency to assist schools in the collection of unpaid fees. Schools may also request that the School Board issue a lawyer's letter, signed by the Board's Legal Counsel; however, the collection follow-up remains at the school level.

**7. INFORMATION TO PARENTS**

- 7.1 On an annual basis, the School Administration informs the parents of the noon hour supervision fee and methods of payment in force at the school.
- 7.2 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.

**8. RECRUITMENT AND PAYMENT OF SUPERVISORS**

- 8.1 The School Administration recruits the number of student supervisors required for the school and determines their schedules.
- 8.2 New employees must complete the required application forms, provide a criminal check document and submit a void cheque in order to be paid.
- 8.3 Supervisors are paid by the school board on a bi-weekly basis. The employee time sheet must be properly filled out, authorized by the school principal and sent to Payroll for payment processing.

## APPENDIX A

## NOON-HOUR SUPERVISION HOURLY RATES AND SALARY SCALES

### CALCULATION OF COST OF SELF-FINANCING

Class of Employment: Student Supervisor

| Step | Hourly Rates<br>As of<br>03-04-01 | Benefits<br>11% | Vacation<br>8% | Salary<br>Sub-total | Employer's<br>Contribution<br>12% | Cost of<br>Self-<br>financing |
|------|-----------------------------------|-----------------|----------------|---------------------|-----------------------------------|-------------------------------|
| 1    | 14.23                             | 1.56            | 1.13           | 16.92               | 2.03                              | 18.95                         |
| 2    | 14.58                             | 1.60            | 1.16           | 17.34               | 2.08                              | 19.42                         |
| 3    | 14.91                             | 1.64            | 1.19           | 17.74               | 2.13                              | 19.87                         |
| 4    | 15.27                             | 1.67            | 1.22           | 18.16               | 2.18                              | 20.34                         |
| 5    | 15.62                             | 1.71            | 1.24           | 18.57               | 2.23                              | 20.80                         |

\*Rates are subject to change on January 1<sup>st</sup> of each year.

\*\*Employer's contribution:

- CAC – EMPLOYMENT INSURANCE
- CSST
- RAMQ – PROVINCIAL MEDICARE PROGRAM
- RRQ – QUEBEC PENSION PLAN

**APPENDIX B**

**CALCULATION OF MINIMUM USER FEE**

|                                       |  |       |       |  |    |
|---------------------------------------|--|-------|-------|--|----|
| Number of students staying for lunch: |  |       |       |  | A) |
|                                       |  | _____ |       |  |    |
| Minimum no, of supervisors required:  | $\frac{A}{50}$   | =     | _____ |  | B) |
| Yearly cost:                          | B X hourly rate* X hrs/day X no. of days                               | =     | _____ |  | C) |
|                                       |  |       |       |  | D) |
| Minimum yearly user fee:              | $\frac{\text{Total yearly cost (C)}}{\text{Total no. of students(A)}}$ | =     | _____ |  |    |
| Daily user fees                       | (D) / 180  |       |       |  | E) |

**Example 1: School without a Daycare using 50:1 Ratio**

|                                       |  |       |             |  |    |
|---------------------------------------|--|-------|-------------|--|----|
| Number of students staying for lunch: |  |       | 280         |  | A) |
|                                       |  | _____ |             |  |    |
| Minimum no, of supervisors required:  | $\frac{280}{50}$   | =     | 6           |  | B) |
| Yearly cost:                          | 6 X \$20.80* X 1 X 180   | =     | \$22,464.00 |  | C) |
| Minimum yearly user fee:              | $\frac{\text{Total yearly cost (C)}}{\text{Total no. of students(A)}}$ | =     | \$80.23     |  | D) |
| Daily user fees                       | (D) / 180  |       | \$0.45      |  | E) |

\*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 *maximum* rate (\$20.80/hr) is used.

**Example 2: School without a Daycare using 70:1 ratio**

|                                       |  |            |                    |    |
|---------------------------------------|--|------------|--------------------|----|
| Number of students staying for lunch: |  | <u>280</u> |                    | A) |
| Minimum no, of supervisors required:  | $\frac{280}{70}$   | =          | <u>4</u>           | B) |
| Yearly cost:                          | $4 \times \$20.80^* \times 1 \times 180$                               | =          | <u>\$14,976.00</u> | C) |
| Minimum yearly user fee:              | $\frac{\text{Total yearly cost (C)}}{\text{Total no. of students(A)}}$ | =          | <u>\$53.49</u>     | D) |
| Daily user fees                       | (D) / 180  |            | \$0.30             | E) |

**Example 3: School with a Daycare using 50:1 ratio**

|   |            |
|---|------------|
| Total students remaining in the school for lunch    | 280        |
| Students registered in the daycare program          | 50         |
| Balance of Students requiring noon-hour supervision | <b>230</b> |

|                                       |  |            |                    |    |
|---------------------------------------|--|------------|--------------------|----|
| Number of students staying for lunch: |  | <u>230</u> |                    | A) |
| Minimum no, of supervisors required:  | $\frac{230}{50}$   | =          | <u>5</u>           | B) |
| Yearly cost:                          | $5 \times \$20.80^* \times 1 \times 180$                               | =          | <u>\$18,720.00</u> | C) |
| Minimum yearly user fee:              | $\frac{\text{Total yearly cost (C)}}{\text{Total no. of students(A)}}$ | =          | <u>\$81.39</u>     | D) |
| Daily user fees                       | (D) / 180  |            | \$0.45             | E) |

\*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 *maximum* rate (\$20.80/hr) is used.