



MANITOBA ASSOCIATION
OF PARENT COUNCILS
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LUNCH PROGRAMS

***MAPC encourages all schools and divisions to create clear policies with their parent groups regarding matters concerning lunch supervision programs.
Visit our website to learn more about this membership resolution at www.mapc.mb.ca***

MAPC understands that each school in Manitoba operates its lunch supervision programs in ways that are unique to each community. These programs are managed in the best way possible, with the resources that are available, to each community. These resources include location, personnel, and financial considerations—along with any number of additional items.

Parents and parent groups are often involved in the oversight and maintenance of lunch supervision programs. This oversight and maintenance should have a clear communication method for both the parents of the community, as well as senior staff of the school and school division. This communication should include well-defined policies that have been created by parents, parent groups, schools, and school divisions so they are understood and relevant to the community they serve.

Listed below are a sample of commonly asked questions that MAPC encounters every year that might help you in creating policy to help you operate or manage your lunch program in the best manner possible.

***If you have any additional questions or suggestions,
please contact MAPC directly and we will be glad to help!***

I'm new to the PAC and am in charge of the lunch program. Where do I find information about what I am expected to do? Speak with your PAC and school first to find out if any policies have been created about the lunch program. If there isn't any, check with your school division for any policies you need to know about. If there is still nothing, work with your PAC and school division to create policies that are meaningful to you, your successor, and the school community. See the checklist on the back of this form for a list of items to consider!

I'm new to the lunch committee and have some concerns about managing the supervision staff. What is the committee responsible for? What are the expectations of us as volunteers? Speak with your lunch committee, your PAC, or your school principal to find out what policies exist about your role and responsibilities and where they start and finish. If there is no policy, check with your school division. If nothing exists, create policy that is clear and easy to understand in consultation with your parents, staff, school administration, and school division to ensure that everyone understands and is protected from misunderstandings.



MAPC Tips For Parent Advisory Councils

Here are a few items to consider when developing your lunch program supervision policies and processes

Is the program governed by

- The school? The Parent Council? The Lunch Program Committee?

Does this group have a terms of reference specific to the lunch program?

- Yes
- If not, with your parents, school, and school division to create a terms of reference that is easy to understand and access

Does the terms of reference include any or all of the following items:

- Staffing guidelines**—are staff paid, or volunteers? Are there groups in the community that might assist with staffing? How many staff or volunteers will you need? How is that number determined? What training is staff required to have? Is there support available for training available through the school or division? Is there a cost? When is it updated?
- Hiring/firing guidelines**
- Supervision of staff guidelines**
- Reporting and bookkeeping guidelines**—who will do it? Is information and training accessible? Are expectations and guidelines clear and easily understood? What protections might be needed for everyone involved?
- Program payment guidelines**—will families be charged for this program? How is that fee determined and reported? How will non-payments be managed? Are there subsidies available for families unable to pay?
- Concerns protocol**
- Staff misconduct protocol**
- Student misconduct protocol**

Are your guidelines consistent with divisional policy? Yes No

Are food safety concerns included in this policy concerning life threatening allergies? Yes No

Do you have a liaison in the school division who can act as a resource for any additional questions you might have? Yes No

If this group works separately from the PAC, does the terms of reference include reference to interactions between the Parent Council and Lunch Program Committee?

Why or why not? Is this understood by both groups?

How does your group communicate to the parents and families in the community? Is this reviewed regularly to ensure it is inclusive and relevant to all families in the community?

Are there nutritional guidelines outlined in this terms of reference? Are they consistent with divisional policy?

***This list is not meant to be directive or exhaustive. It has been created to generate conversations about creating and managing a successful lunch program in your school community.
If you have additional suggestions or questions, please contact MAPC!***