

 <p>DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION</p>	<h2 style="text-align: center;">Determining and Reporting on Lunch Fees</h2>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy JLIAA</p>

This protocol provides direction to Principals and Vice-Principals regarding the assessment of lunch fees for Grade 1-8 students, including full-day Kindergarten students, where applicable.

Basic Guidelines

- The standard lunch fee per student will be \$90.00/year.
- The maximum fee per family shall be limited to the total of four students' fees.

Accounting Procedures

- For all schools, the following general process applies:
 1. The school remits the collected monies to the Division.
 2. The Division pays the lunch supervision staff salaries.
 3. The Division is responsible for any deficits and/or surpluses.
- Lunch supervision fees are tax-deductible because they apply as childcare costs. The School Principal will ensure that parents/guardians are provided receipts for lunch supervision fees.
- The parent/guardian of a child who transfers out of the Division will receive a refund of lunch fees for the balance of the school year.

Provisions for Students in Special Circumstances

- Divisional schools will not charge student lunch fees for students whom the Division is obligated to transport, as per the [Education Administration Handbook \(Topic U2, page 2\)](#):
 1. Students in special education classes or who are physically handicapped;
 2. Students unable to access transit service to their designated school(s).