



Greaves Adventist Academy
Montreal Campus

POLICY: Morning and Afternoon Student Supervision	CODE: 1
Origin:	Greaves Adventist Academy Board
Authority:	February 13, 2018 -Resolution 24-18
Reference(s):	Education Act. Section 292

PREAMBLE

The present policy concerns the provisions and management of morning and afternoon a supervision at Greaves Adventist Academy. It is based on the Education Act. Which states that:

Supervision is required in the manner agreed upon with the Home and School Association and on the financial conditions as it may determine, supervision of the students who stay in school before and after school. (Education Act, Art 292)

OBJECTIVES

1. To ensure respect of the Education Act.
2. To ensure the provision of safe and quality service consistent with the needs and wishes of the school community.

PRINCIPLES

Morning and afternoon supervision services are provided to all students registered at Greaves Adventist Academy.

Personnel

1. The service must be self-financed.
2. Minimum user fees must be based on hourly wages according to the minimum wage in Quebec.
3. The School Board in conjunction with the Home and School Association and School Administration should determine the user fee required to cover the projected costs, on a self-financing basis, of the morning and afternoon supervision program.
4. All students under the responsibility of supervisors are subject to the user fee as determined by the school.
5. Parents must sign up for this service and pay the appropriate fee.

ROLES AND RESPONSIBILITIES

School Administration

1. Determinates the A.M and P.M. period schedule as well as the organization of activities.
2. Establishes a student-supervisor ratio, up to 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. Create a list of users. Name of student/class time.
6. Presents the A.M. / P.M. supervision program and fee structure to the Home and School Association for approval.
7. Ensures that parents are informed of the program, fees and method(s) of payment in place at the school.

8. Recruits the number of supervisors required within the guidelines established by the School Board.
9. Manages the human financial resources of the A.M. and P.M. supervision program.
10. Parents have two options to pay:
 - 1- Attachment to school fees.
 2. Weekly payment of fees.

Supervisors

1. Are responsible for delivering the services of the school's A.M. / P.M. supervision program.
2. Ensure that the rules of conduct and safety measures of the school are respected during the A.M. / P.M.

Home and School Association

Approves the program and fee structure for A.M. / P.M. supervision.

School Board

Processes the employment application and payment of the A.M. / P.M. supervisors.

Fees

Family note per day \$10.00	7:30 a.m. – Monday to Thursday (Elementary –Secondary)
	3:30 p.m. -6:00 p.m. – Monday to Thursday (Elementary)
	4:10 p.m. – 6:00 p.m. – Monday to Thursday (Secondary)
Per day \$5.00	11:45 a.m. – 1:30 p.m. Friday (Elementary –Secondary)

Cost per week \$ 35.00



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OBJECTIVES

1. To set minimum standards for fee structures based on accepted supervisions ratios and hourly rates for supervisors.
2. To provide the school administrators with the information required to manage the human and financial resources of the school's A.M. / P.M.

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. The school defines 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.)

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

COLLECTION OF FEES

The school administration determines the frequency of the morning /afternoon fee payments (one a month, once a year, twice a year, etc.). To reduce the incidence of delinquent payment, 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. (Administrative Technician)

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 Home and School Association. The following guidelines are suggested:

1. After various interventions deemed appropriate, the school administration writes to the individual concerned, explaining the rationale for the A.M. / P.M. 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 Home and School Association.

APPROVAL OF HOME SCHOOL ASSOCIATION

Once the program (activities, ratios, fee structure and methods of payment) has been determined, the school administration presents it to the Home and School Association.

INFORMATION TO PARENTS

The school administration publicizes the A.M. / P.M. supervision program which is subject to the school's rules of conduct, and are outlined in the Student Handbook.

RECRUITMENT AND PAYMENT OF SUPERVISORS

The school administration recruits the number of A.M. / P.M. supervisors required for the school and determines their schedules.

New employees are sent to the Administrative Technician 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 must be filled out, authorized by the school principal and sent to the Administrative Technician who then issues the cheque to the employee.

APPENDIX A

**A.M. / P.M. SUPERVISION
HOURLY RATES AND SALARY SCALES**

CALCULATION OF COST OF SELF-FIANCING

Class of Employment: Student Supervisor

Hourly Rate: Quebec Minimum Wage \$12.00 an hour.

** This salary should follow any increases in the Quebec Minimum Wage.

APPENDIX B

CALCULATION OF MINIMUM USER FEE

Number of students in the program:		_____ (A)
Minimum no. of supervisor required:	$\frac{A}{40}$	= _____ (B)
Yearly cost:	B X hourly rate X hrs/day X no. of days	= _____ (C)
2% administration fee:	(C X .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 in the program:		<u>280</u> (A)
Minimum no. of supervisor required:	$\frac{280}{40}$	= <u>7</u> (B)
Yearly cost:	7 X \$12 X 1.25 X 183	= <u>\$19,215.00</u> (C)
2% administration fee:	\$19,215.00 X .02	= <u>384.30</u> (D)
Total yearly cost:	\$19,215.00 + 384.30	= <u>\$19,599.30</u> (E)
Minimum yearly user fee:	$\frac{\$19,599.30}{280.00}$	= <u>69.99</u> (F)

