



# Funding Handbook 2018-19

Keeping the



in

Home-Based Learning

**Children are the future – give yours HOPE !**

# Funding Handbook

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## What is Parent Funding?

Parent funding is the dollar amount made available to families to provide some financial support for educating their children at home and in their local environment.

## Who Receives Parent Funding?

Students registered in the *Vermilion Home Schooling Program*, Parent-Directed (PD) and *School of Hope* students registered in a Shared Program. Funding is available only on the portion of program that is Parent Directed. In order to be eligible for funding, students must be registered in our school programs on or before the last business day of September.

## What is the Amount of Parent Funding?

In the **Vermilion Home Schooling Program** (VHSP), students are eligible for funding in the amount of 50% of the grant the school receives from Alberta Education per registered student. In the 2018-2019 academic year, the Family Funding amount will be **\$840.00**.

In the **School of Hope**, (SOH) students in a Shared Program are eligible for funding in the amount that is proportionate to their Parent Directed program percentage on September 30<sup>th</sup>.

For Example:

A student in grade 1-9 is blended at 50% Parent Directed. The student would be eligible for 50% of \$840 = \$420.

A high school student is blended with a total of 35 credits, of which 20 credits are Parent Directed. The student would be eligible for  $20/35 = 57\%$  of \$840 = \$478.80

## What are the Registration, Resource and Materials Fees?

Parent directed families may rent our teacher developed curriculum, text books and or purchase supplementary resources and consumables. These amounts will be deducted from family funding if applicable. Parent directed families are free to purchase materials of their choice which match their child's program plan.

## When and How is Funding Available?

Funding is available commencing Oct. 15th of the academic year. Reimbursement claims must be submitted by mail to the School of Hope office in Vermilion, using the parent *Reimbursement Claim Form* found on our website at [www.schoolofhope.org](http://www.schoolofhope.org) – FORMS.

Completion of the Electronic Funds Transfer (EFT) form will reduce the amount of time required to issue payment. The form is available in FORMS link or in Appendix A of this handbook.

## **When is the Deadline to have Receipts Submitted?**

**Deadline for submission of receipts for all students is May 31<sup>st</sup> of the academic year.**  
Exceptions to this rule require prior approval from school administration.

## **If all the Funding is Not Used in One Year, Does the Amount Carry-over to the Next Year?**

Parent funding cannot be carried forward from one year to another.

## **Can I Exceed My Parent Funding Allotment if I Have Special Circumstances or Extraordinary Expenses?**

The total amount of parent funding cannot be exceeded. In the event charges exist from the previous school year the balance owing will be brought forward to the new school year.

## **How Do I Access My Parent Funding?**

Accessing funds requires the family to first pay for the items and then claim reimbursement. Or, the School can directly purchase the items on behalf of the family through our Purchase Order System, see page 5. All claims must be submitted according to the timelines previously stated and on the applicable form. Claims are processed in the order in which they are received in the office. The claim is then sent to our central office where an electronic transfer of funds/direct deposit or cheque is issued. This process takes about one month.

## **What Happens to My Funding if I Withdraw Before the End of the Year?**

In the case of an early withdrawal from any of our programs, your parent discretionary funding would then be pro-rated according to the number of months of registration with our program. If you have already utilized the entire amount, you will be required to reimburse the school for the month's worth of funding the student is not registered with our school.

## **What Happens to My Funding if My Child Changes Programs?**

*Program changes after Sept. 30<sup>th</sup> require administrative approval.*

Funding will be adjusted to reflect the program the child is in for the remainder of the school year. Funding will be pro-rated for the number of months in the first program and the number of months in the second program. This could mean a family may owe some previously-accessed funding dollars to the school.

## **How Do I Return My Texts and Materials to the School?**

Textbooks and unused consumables such as workbooks, study keys, manipulatives and unused/unopened art and science materials can be returned to SOH by Canada Post at no cost to family (see [Returning Resources](#) under FORMS link on website). Items can also be dropped off with teachers at any SOH Learning Resource Centre.

## How Do I Claim?

Fill out the reimbursement claim form, sign and date it. Enclose receipts/invoices with proof of payment, etc., mail to: **SCHOOL OF HOPE, 5212 RAILWAY AVE., VERMILION, AB T9X 1C2**

**Original receipts:** faxed or copied receipts will not be accepted. The only exceptions are when the original is required for warranty/income tax/ business purposes. In that case, a copy will be accepted along with a written explanation from the parent. Debit/credit card slips, statement or cancelled cheques cannot be used in lieu of a receipt.

**Receipts for materials, resources and services must be in alignment with the student's Educational Program Plan.**

**Questionable items may require a written explanation as to how the purchase pertains to the student's educational program and are subject to facilitator and administrator approval.**

**Receipts must show:** vendor/supplier's name, address, date and brief detail of purchase.

**Receipt Dates:** must be dated no earlier than January 1<sup>st</sup> of the previous school year for technology and curriculum applicable to the current grade level.

Consumable supplies are claimable if purchased after July 1<sup>st</sup>.

Lessons and tutor services are reimbursable only in the 10 months of the current school year.

Internet: 50% of monthly service fee for Sept. to August. (*June, July and August are claimable in the following school year for families who had a child enrolled in the previous school year.*)

**Proof of payment:** such as a copy of a credit card statement or slip, debit slip or copy of a cancelled cheque is required if only an invoice is submitted and not a receipt. If an invoice shows that payment has been received in full then proof of payment is not required.

**Proof of exchange rate:** is required for purchases made outside of Canada. Please provide a copy of the credit card statement, bank statement copy, or online printout of foreign exchange rate with historical date of purchase.

**Partial payments:** will be made on a receipt when funding is insufficient to cover the total amount claimed.

**Keep a copy** of all submitted receipts and reimbursement forms in case of mail problems.

**Submission amount:** \$100 minimum claim amount per submitted claim.

## Do I Need to Identify Each Child on the Receipts?

Yes. If reimbursement is submitted for multiple students in the same family, please ensure that the name of the child for which the expense applies is identified on the receipt.

## What Items are Covered by Parent Funding?

### Reimbursement is based on three conditions:

- a) Necessary for and related to the student's program;
- b) Paid for and supported by invoices; and
- c) Not usually paid for by parents in a bricks and mortar school, or not a form of reimbursement to the parent

### Resources Eligible for Reimbursement

The following list is provided to serve as a guide for those expenses, which can be submitted for reimbursement if applicable to the student's learning plan.

#### Instructional Resources

- Textbooks, workbooks, additional reading books, notebooks, manipulatives
- Instructional CD/DVD/ on-line resources including live streamed video
- Educational software
- Science equipment and supplies for projects and laboratory experiments

#### Consumables

- Paper, pens, pencils, art supplies, planners, photocopying, ink cartridges, etc.
- Project materials including glue, construction paper, plasticine, craft supplies etc.

#### Technology (Maximum \$500 per student per year - Combinable for multiple children.)

- Computer, laptop (allowable carry over to the next school year)
- Printers, monitors, computer upgrades and repairs
- Tablets and e-readers (I-Pad, Kindle, Kobo)

#### Memberships and Activities (maximum \$420 per student per year)

- Science Centre, Museum, Library, Historical sites, Theatre, Zoo, Cultural centers/events
- Multi-use Facilities passes, Ski passes

#### Lessons/Classes (Maximum \$420 per student per year)

- Lessons/classes including: Music, Swimming, Language Study, Art, Dance, Gymnastics, Martial Arts, Track and Field, Skating, Skiing/Snowboarding (Certified Instructor, see note\*)
- Tutoring: group or individual sessions by subject matter expert (not an immediate family member)

#### Additional Educational Items (maximum \$420 per student per year unless specified otherwise)

- Musical instruments/rentals, Physical Education equipment/rentals
- Sewing machine, cameras, telescopes, head phones-max \$75
- Home Economics Edibles (max \$100)

#### Services

- Internet Service: 50% of monthly service cost, from Sept -Aug. of the current year. *Submit an invoice/receipt for each month.*
- Postage/Shipping from supplier to family if included on invoice. *Postage will not be charged or reimbursed between school and home.*

\***Certification of Qualifications** form for instructors must be on file and approved by administration prior to reimbursement of group class/lesson. This form is not necessary for large facilities such as colleges or registered associations who employ certificated instructors. The form is available on website.

## Is Direct-Billing Through the Purchase Order Method Allowed?

Families can have items purchased and paid directly by SOH to the vendor who is willing to use this system. Submit the *Request for Additional Curriculum Resources* form. Lessons can also be paid directly by SOH. *Submit the Request for Lessons* form. Forms are on following pages or available on the website under FORMS.

- Do not add items to an order once original order has been authorized by SOH.
- Send orders well in advance to ensure books are in place for the school year.

### **RESOURCES:**

1. Find a vendor or source for the resources. A list of vendors commonly used by SOH is provided under **FORMS** on SOH website. Your requests are not limited to this list.
2. Fill out the *Request for Additional Curriculum Resources* form. You can also attach the vendor's order form.
3. Fax or email the *Request for Additional Curriculum Resources* form to SOH. Fax #**1-780-853-9798** or email [\*\*monica.beck@ecacs16.ab.ca\*\*](mailto:monica.beck@ecacs16.ab.ca) A purchase order number must be issued by the office BEFORE the shipping or pick-up of items by a family.
4. Once resources are verified/approved, the vendor will be contacted to complete the order

### **TECHNOLOGY:**

1. Inquire with store if they are willing to do a purchase order with SOH. Bring a *Request for Additional Curriculum Resources* form with you for their information.
2. After selecting item, have the store/vendor fax or email a quote or estimate to SOH. Have store indicate which student the item is for. Fax **1-780-853-9798** or email [\*\*monica.beck@ecacs16.ab.ca\*\*](mailto:monica.beck@ecacs16.ab.ca)
3. Computer protection plan costs are not covered by SOH. Installation of necessary software programs can be included in cost of computer.
4. Once the item is approved by SOH, the store will be contacted with a purchase order number. The store will then contact you when your order is ready to be picked up or shipped to you.

### **LESSONS:**

1. Submit *Lesson Request Form* for no more than one semester at a time (1<sup>st</sup> semester Sept. to Jan.) then (2<sup>nd</sup> semester Feb. to June). Fax **1-780-9798** or email [\*\*bernie.jurasek@ecacs16.ab.ca\*\*](mailto:bernie.jurasek@ecacs16.ab.ca)
2. The *Lesson Request Form* must be completed and signed by the parent (not the service provider).
3. An invoice from the service provider/instructor will not be processed for payment without a completed *Lesson Request Form* from the parent.
4. Should a student withdraw from lessons already paid for by SOH, it is the responsibility of the parent to seek reimbursement of the remainder of the lessons so that their funding can be credited to their account.

**Last day to submit a purchase order is May 31<sup>st</sup>**





## East Central Alberta Catholic Separate Schools Regional Division #16

1018-1<sup>st</sup> Avenue Wainwright, AB T9W 1G9

Tel No. 780-842-3992

### Electronic Funds Transfer (EFT) Application Form

Vendor Information	
Vendor Name:	
Vendor Mailing Address:	
Vendor E-mail Address:	
Vendor Phone Number:	

Financial Institution Information- <b>Complete and Include a VOID Cheque</b>	
Name of Financial Institution:	
Address of Financial Institution:	
Branch/Transit Number:	
Bank Number	
Account Number	

EFT Remittance Information will be sent by email

#### Vendor's Authorization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**NOTE: Please return completed application form for Reimbursement purposes and return it along with a void cheque to the school office**

**LESSON REQUEST (TO BE FILLED OUT BY PARENT)**

This form is only a summary of the information required. An **ORIGINAL INVOICE** must be submitted by the Company or Instructor after the Purchase Order number has been issued. **Lessons/passes for July and August are not eligible.**  
**The cut-off date for Purchase Orders is May 31st.**

- A. Family Number: \_\_\_\_\_
- B. Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- C. Type of Lessons: \_\_\_\_\_  
 Type of Membership/Pass: \_\_\_\_\_
- D. Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 GST Number: \_\_\_\_\_
- E. Lesson Dates: From: \_\_\_\_\_ to \_\_\_\_\_

**GST:** \$ \_\_\_\_\_  
**TOTAL COST:** \$ \_\_\_\_\_

Lesson requests must be consistent with the student's approved program plan. Please fill in this form as accurately as possible and submit it to the office in advance of the program's start date. ***\*If the lesson was not indicated on the student's program plan, please submit this request form to their teacher for approval & signature first.***

\_\_\_\_\_  
*\*Teacher's Signature of Approval* \_\_\_\_\_  
*Date*

Requests for lessons will **only be accepted for one semester at a time** (Sept-Jan) (Feb-June). Please send another request form for 2<sup>nd</sup> semester in December or January.

\_\_\_\_\_  
 Parent Signature \_\_\_\_\_  
 Date

You will receive a confirmation email once lessons have been approved.  
**Please email completed form to [Bernie.jurasek@ecacs16.ab.ca](mailto:Bernie.jurasek@ecacs16.ab.ca)**

**SCHOOL OF HOPE**

5212 Railway Ave, Vermilion AB T9X 1C2

Phone: 780-853-2188 Fax: 780-853-9798

Toll Free (AB only) 1-800-350-HOPE (4673)

*Office Use Only:*

PO # \_\_\_\_\_

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

**REQUEST for ADDITIONAL CURRICULUM RESOURCES**

**Family Name:** \_\_\_\_\_ **Fam.No.:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Suggested Supplier Information:** (subject to change by SoH depending on price & availability)

Company Name: \_\_\_\_\_ Store #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Student Name	Item #	Item Name/Description	Qty	Price Each

***This form is a request only.***

- After the request is approved, a Purchase Order will be faxed to the Company (A quote may also be sent to us directly and must have contact information of supplier and family contact information in order to process.)
- The Company, depending on their policies, can then release the goods being purchased as the School of Hope guarantees payment with their Purchase Order. Additional items cannot be added after purchase order has been issued.
- Processing Purchase Orders does take time - we appreciate your patience.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## STANDARDS FOR HOME EDUCATION REIMBURSEMENT

These standards are provided by Alberta Education to school authorities that supervise a home education program as a resource tool for meeting their accountabilities regarding the use of home education funding. They are effective beginning September 1, 2017.

Reimbursement decisions must be consistent with Section 7(4) of the *Home Education Regulation*. These standards are intended to assist in interpreting the provision in the regulation but are not a replacement for consideration of the reimbursement rules set out at Section 7(4) in relation to any request for reimbursement.

### Test for Reimbursement

To determine whether a cost or expense is reimbursable, an associate board or associate private school supervising a home education program must consider the following:

#### Determination #1 – Section 7(4)(a)(i) of the regulation

Determine if the expense being claimed is for something related to:

- the programs of study;
- instructional materials; or
- other resources related to the home education program.

Note: “Other resources” must be related to the home education **program**, not the home education **school**.

#### Determination #2 – Section 7(4)(a)(ii) of the regulation

Has the parent provided the school board or private school with detailed receipts for the expense?

Note: If the school board or private school is satisfied that the answers to both of these determinations authorize reimbursement, it must consider the third determination (below). If the above requirements are not met, there is no need to consider the third determination, as the cost is not reimbursable.

#### Determination #3 – Section 7(4)(b) of the regulation

The school board or private school must determine whether the expense being claimed is for something that is:

## Standards for Home Education Reimbursement

- a form of personal remuneration for the parent; or
- to pay for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.

Note: If the expense being claimed fits within one of the above two categories, the school board or private school is not authorized to reimburse that cost.

The supervising school board or private school's own policy about school fees is irrelevant when determining if the expenses are "usually required" to be paid by a parent in a school operated by a board or private school. What is relevant is "usually" required to be paid by a parent of students enrolled in school board or private school operated in the province as a whole.

If the expense being claimed does **not** encompass either condition, the school is authorized to reimburse the parents for the expense.

### Standards

Reimbursement is based on three conditions:

1. Necessary for and related to the student's program;
2. Paid for and supported by invoices; and
3. Not usually paid for by parents of students in a brick-and-mortar school or not a form of remuneration to the parent.

These standards apply with respect to parent-developed and parent-directed home education programs, as well as home education programs following the Alberta programs of study.

For many of the costs referred to below, consideration must be given to whether the cost is part of the cost of operating the home education school (e.g., school infrastructure or operating costs) versus the cost of providing the home educated student's program.

School authorities and home education families are encouraged to share school authority-owned resources where possible to offer the richest educational experience for home education students. Please see Section 7(6) of the *Home Education Regulation* for more information.

## Standards for Home Education Reimbursement

Alberta Education strongly encourages supervising school boards and private schools to emphasize to parents the importance of student program development. As reimbursement of funding is closely tied to the student program, the details of that program must be developed in compliance with the regulation. For those home education programs not following the Alberta programs of study, the written description of the program must include:

- Activities with an explanation of how those activities will enable the student to achieve the outcomes appropriate to the home education program;
- Instructional methods and resources;
- The means of evaluating student progress; and
- The name of the person instructing the home education program if not the parent.

Whether a particular cost may be reimbursed depends, in part, on whether it is required by each student's program. This means that what is reimbursable for one student may not necessarily be reimbursable for another.

### **Recommended for reimbursement (Section 7(4)(a) of the *Home Education Regulation*):**

Determine if the expense being claimed is for something related to:

- the programs of study;
- instructional materials; or
- other resources related to the home education program.

• Consumables – paper, pencils, art supplies, general workbooks, ink

• Curriculum based – workbooks, textbooks, reading books

• Online curriculum programs – learning programs on CD

• Learning aids – manipulatives (supported in the program plan)

• Computers, technology equipment (i.e., printers), including repairs and upgrades – Supervising authorities may set dollar limits on the amount spent on these types of expenses annually

• Internet services – 50% of monthly fee from September to end of August

• Tutoring – Group or individual lessons necessary for the student's program delivered by a subject matter expert who is not an immediate family member

• Lessons (up to a maximum of 50% of the funding provided to parents) – including, but not limited to, music, swimming, and language lessons taught by a certified instructor and in relation to the student's program

## Standards for Home Education Reimbursement

<ul style="list-style-type: none"><li>• Tangible assets (up to a maximum of 50% of the funding provided to parents) – e.g., cameras, telescopes, musical instruments, physical education equipment, sewing machines</li></ul>
<ul style="list-style-type: none"><li>• Home economic edibles</li></ul>
<ul style="list-style-type: none"><li>• Admissions/field trips (up to a maximum of 50% of the funding provided to parents) – Ensure reimbursements are for activities related to the student’s program, which may include zoo admission, theatre tickets related to literature study, museum admissions, science centre entrance fees, and multiuse recreation centres.</li></ul> <p>Reimbursable amounts should be for the fees paid for the <b>student only</b>. The purchase of family admission is permissible in cases where it is more cost-effective than purchasing multiple individual student admissions. Multiple admissions or annual passes are acceptable for activities when directly related to the student’s home education plan.</p> <p>Reimbursement for parent admissions and travel costs are not acceptable.</p>
<ul style="list-style-type: none"><li>• Postage/shipping and handling from vendors to the home education family</li></ul>

### **Not recommended for home education reimbursement:**

Expenses that are considered a cost of operating a home school and not associated with the program and/or usually required to be paid for by a parent of a student enrolled in a school operated by a board or private school.

- Furniture
- Warranties/insurance
- Competitions – including, but not limited to, swim meets and tournament costs
- Registration fees – including, but not limited to, sports teams, community leagues, and summer camps
- Postage, fax costs and long-distance charges to an associate school board or private school and its teachers
- As per Section 7(4)(b)(ii) of the Home Education Regulation, reimbursements to parents are not acceptable for personal remuneration and payment for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.