

Forty-Mile Home Education

financial policies and principles

Framework

1. families in Alberta have the legal right to home educate their children
-- it is reflects the **parental choice** educational options
2. families must notify their intention to home educate through a local school of their choice (aka “willing resident school board”) or through a school *outside* their catchment area (aka “willing non-resident school board”)

Duties

1. **parents:**
 - a. fill in the *Notification of Intent* form for each child, thus notifying the government of their intention to home educate
 - b. fill in an *Education Plan* (aka Part D) to indicate the **G**oals they have for the year, plus **M**ethodology approach, **R**esources used, and **E**valuation plans—for each of their children
2. **school board:** upon agreement with the above, the home education supervising authority (aka school) will assign a supervisor to that family

the supervisor is responsible for the following:

- provides two (2) annual visits with each family
- makes sure the Education Plan is being followed
- confirms that the purchases claimed match the *Education Plan* and that education is taking place
- is available for ideas, counsel, accountability, and general assistance

Timelines

receipts must be sent to the school before the end of **November** and **May**
 (“receipts” = invoices of purchases)

reimbursement cheques are issued in **January** and **June**
 (“reimbursements” = cheque from CCCA for receipts)

Purchases

1. purchases must be in line with the family’s *Education Plan*
2. funds are generated through registration, an amount per child that varies from year to year
3. claims for receipts must fall within set limits prescribed by Alberta Education, via the *Standards for Home Education Reimbursement* (available upon request from either Cherry Coulee Christian Academy or the homeschool supervisor)
 - they must match the three (3) determination factors on pages 1 and 2
 - they must be drawn from the “recommended” list and not from the “not recommended” list (contact Diane [see her number below] for further details)

Options

1. parents have three options relative to receipts:
 - a. send all receipts in for the year at one time
 - b. send enough receipts in on time for each payout periods
 - c. send in all receipts for the second payout period
2. parents have three choices relative to reimbursements:
 - a. **spend all** their allotted money in the given school year
 - b. spend most of it, then **roll over** the balance to the following year
 - money can be rolled over for one year, then added to that year’s total
 - there are set limits on how often money can be rolled over
 - c. **don’t claim** any money at all and it stays with the school

Processes

money left over after a family leaves the school stays with the school
-- it does not follow the family to the new school/board

all receipts must be originals, with some exceptions (e.g. electronics)
-- do not sent debit forms, photocopies, credit card statements, and scanned copies

use the “Homeschool Reimbursement Claim Form” when filing claims for receipts

retain the letter that accompanies the reimbursement cheque

-- it contains vital financial information regarding balances and explanations

send receipts for only the money allowed for

-- it becomes far too unwieldy to have excessive receipts sitting at the school

photocopy all receipts before sending them, just in case they get lost in the mail

For any questions, please contact either one of the following:

Diane Vandergaast *HS bookkeeper* (403-952-7573 or 40mileoffice@cherrycoulee.ca)

Mike Daniels, *HS coordinator* (403-545-2107 or 40mhe@cherrycoulee.ca)