

# CONNECT CHARTER SCHOOL SOCIETY

Policy Title: Fees Policy

Policy No. 3.01

RATIONALE: All public schools, in accordance with existing regulations, are allowed to charge fees for recovery of certain costs. The Board recognizes the importance of transparency and accountability in the management of fees.

POLICY: The Board of the Connect Charter School will charge fees as necessary to partially recover costs, including but not limited to busing, lunch supervision, off campus excursions and technology devices.

## PRINCIPLES:

1. The Board will make all reasonable efforts to ensure that financial hardship is not a barrier to any student attending Connect Charter School, nor to their participation in school programs, including transportation.
2. The transportation service is supported in part by the Alberta Government transportation grant and the balance by parents of Connect Charter School students who ride the bus.
3. Educational excursions and outdoor education programs may be supported in part or whole by parents of eligible students.

First Reading      May 13, 2004

Adopted            June 10, 2004

Amended          April 24, 2007

Amended          December 6, 2016

Amended          March 13, 2018

## PROCEDURES

### 1. TIMELINE FOR SETTING FEES

Fees shall be established by the Board on an annual basis prior to April 30 for the following school term. Prior to the fees being approved by the Board, the Principal will consult with School Council regarding fees for the upcoming school year, including the reason for the fees, how those fees are established and how they will be spent. Fees for Enrichment, Transportation, Lunchroom and Laptop Maintenance are to be paid at the time of registration unless other arrangements are made for payment.

### 2. REPORTING

Financial statements will be prepared in a form set by the Minister, demonstrating that school fees have been spent for the purpose for which they were collected.

### 3. BURSARY

Parents or guardians requiring assistance with the payment of fees may apply to the Principal for a bursary by providing appropriate documentation, outlining the need to access the bursary fund.

### 4. TRANSPORTATION

a. Students withdrawing from transportation service prior to or during the school term shall be refunded transportation fees on a prorated basis for each full month subsequent to the later of cessation of service or written notice of withdrawal, less an administration fee of \$100. There is no refund or administration fee for withdrawals after March 31.

b. Students registering for bus service after the beginning of the school year shall be charged the transportation fee on a prorated basis for each month or portion thereof plus an administration fee of \$100. This administration fee is waived for new Connect students provided they register for bus service when they commence attending Connect Charter.

c. There shall be no reduction in fees for one-way or part-time ridership.

### 5. LUNCHROOM

a. There shall be no refunds provided for lunch fees for withdrawal from the school.

b. Parents will be charged the full lunchroom fee for that school year, regardless of when they register in the school.

### 6. ENRICHMENT

a. Students withdrawing from the school prior to or during the school term shall be refunded enrichment fees on a prorated basis of 10% for each month or portion thereof attended, less a 15% administration fee and the cost of the student kit if it has been received.

b. Students registering after the beginning of the school year shall be charged enrichment fees on a prorated basis of 10% for each month or portion thereof attended, or a minimum of \$100.

### 7. LAPTOP MAINTENANCE

The school society self-insures the student laptops/IPads. There are no refunds or pro-rated portions of this fee. This fee is used to cover non-

warranty damages and maintenance costs for school-supplied student technology devices. For the purposes of this policy, August and September shall be treated as one month.

8. **OUTDOOR EDUCATION FEES**

Every year each student is able to go on two multi-day outdoor education trips: one which is included as a cost sharing between the school and the enrichment fee; and, for the second, fees are determined by the budget and are cost recovery. All fees are presented to the Board for approval and subsequently to Alberta Education for mandatory reporting and compliance.