



Collaborative Education Alternative Program Parent and Student Handbook 2011-2012

LEARN ANY TIME, ANY WHERE, ANY PACE

Imagine a school that fits your needs...

A flexible schedule, personalized learning, using 21st Century Learning Tools

CEAP Learning Centre

School District 69 Qualicum
PO Box 1000 | 266 Village Way | Qualicum Beach, BC V9K 1T3
Phone: 250-752-5628 | Fax: 250-752-5619
www.ceap.ca | ceap@sd69.bc.ca

Office open: Monday through Friday, 9:00 am – 3:00 p.m.

CEAP Staff 2011-2012 – Contact Information

Name	Role	Location	Email	Phone Number
Brad Davidson	Teacher – Elementary Program (Grades K-6) & Secondary PE	QBES	bdavidson@sd69.bc.ca	250-240-2154
Jessica Martens	Teacher – Middle (Grades 7 – 9) & Outreach Programs	KSS	jessicam@sd69.bc.ca	250-240-4439
Jennifer Lunny	Teacher – English/Humanities/Secondary Program Student Advisor	KSS	jlunny@sd69.bc.ca	250-752-5628
Tim Daniel	Teacher – Sciences/Mathematics/ICT (Gr. 10 – 12)	KSS	tdaniel@sd69.bc.ca	250-752-5651, Ext. 266
Lesley Rowan	Teacher – Sciences/Arts (Gr. 10 – 12)	KSS	lrowan@sd69.bc.ca	250-752-5651, Ext. 414/270
Kati Worthen	Teacher – English (Gr. 10 – 12)	KSS	kworthen@sd69.bc.ca	250-752-5651, Ext. 115
Butch Gayton	Teacher – Humanities (Gr. 10 – 12)	KSS	bgayton@sd69.bc.ca	250-752-5651, Ext. 160
Laurie Mitchell	Teacher – Sciences (Gr. 10 – 12)	KSS	lmitchell@sd69.bc.ca	250-752-5651, Ext. 139
Ed Seidel	Teacher – Humanities (Gr. 10 – 12)	BSS	eseidel@sd69.bc.ca	250-248-5721, Ext. 2202
Kaz Tomiyama	Teacher – Mathematics (Gr. 10 – 12)	BSS	ktomiyam@sd69.bc.ca	250-248-5721, Ext. 2305
Bryan Spray	Teacher – Sciences (Gr. 10 – 12)	BSS	bspray@sd69.bc.ca	250-248-5721, Ext. 2605
Jon Preston	Teacher – French/Spanish (Gr. 10 – 12)	BSS	jpreston@sd69.bc.ca	250-248-5721, Ext. 2403
Joyce Beaton	Teacher – Special Education		jbeaton@sd69.bc.ca	250-248-3296, Ext. 309
Lark Balmer	Secretary – Located at KSS	KSS	ceap@sd69.bc.ca	250-752-5628
Linda Burton	Child & Youth Care Worker	KSS	lburton@sd69.bc.ca	250-752-5651, Ext. 260
Jeff Temple	Principal – Located at KSS	KSS	jtemple@sd69.bc.ca	250-752-5628

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The CEAP Learning Centre Office is open from 9:00 am to 3:00 p.m., Monday to Friday

The CEAP school office is not open on Professional Development Days

Calendar Information and Special Announcements are posted regularly on the CEAP website at: www.ceap.ca

CEAP 2011 – 2012 Calendar – Important Dates

Aug	22	School Office re-opens, Registrations for 2011-2012
Sept	6	Schools re-open
	30	Semester 1 Active Engagement Deadline
Oct	3	School-based Professional Development Day*
	10	Thanksgiving Day *
	11 - 14	K – 12 Interim Reports
	20	CEAP Report Preparation Day*
	21	Provincial Professional Development Day *
	30	Deadline 1 st Term Internet Supplements
Nov	7 - 8	Secondary Provincial Exams
	10	Assessment Cut-Off for Term 1 (Grades 6-12)
	11	Remembrance Day*
	14	District-Wide Planning Day
	15 - 25	K-8 Portfolio Reviews
	25	Last Day Term 1 (K-8)
	25	Secondary Term 1 Report Cards Issued
	28	Term 2 Begins (K-8)
Dec	2	Term 1 Report Cards – (K-8)
	16	Last day of classes prior to Winter Break
Winter Break – CEAP is closed		
Jan	3	Schools re-open after Winter Break
	20	Cut off Semester 1 Secondary
	23-27	Secondary Provincial Exams
	30	Semester 2 Begins
Feb	8	Secondary Report Cards Issued
	17	Semester 2 Active Engagement Deadline
	27	District Professional Development Day *
	24	Cut Off K-8 Term 2
Mar	2	Interim Reports Secondary
	8	Report Cards K-8 Term 2
	9	CEAP Reporting Day*
	12-23	Spring Break *
	24	Schools re-open after Spring Break
Apr	6	Good Friday *
	9	Easter Monday *
	12-13	Secondary Provincial Exams
	20	Secondary Report Cards Issued
May	4	District Professional Day
	11	Final Submission for Internet Supplements & Invoices from Service Providers
	17-18	Secondary Provincial Exams
	21	Victoria Day *
Jun	4-15	K-8 Portfolio Reviews
	19	Last day prior to Exams – Cut off K-12
	20-28	Secondary Internal and Provincial Exams
	28	Report Cards Issued K-12
	29	Administration Day

*** CEAP Learning Centre is closed**

What is the CEAP Program?

The Collaborative Education Alternative Program (CEAP) is licensed by the BC Ministry of Education to provide distributed learning services to K-12 and adult students both within and beyond the limits of the School District 69 Qualicum boundaries.

“Distributed Learning” means a method of instruction that relies primarily on indirect communication between learners and educators, including internet or other electronic-based delivery, teleconferencing or correspondence.

Distributed learning is an alternative to classroom-based instruction for K-12 students and adult learners. It refers to learning that doesn't require students to attend a classroom on a daily basis. At CEAP, we use a variety of methods to meet BC learning outcomes, including:

- Online resources and online learning platforms to provide instruction & practice
- Face to face or online attendance in class sessions, lessons or tutorials
- Library, textbook, workbook and other learning resources, such as games
- Additional support to learners by teachers

For K-12 students, parents play a key role by

- Working with the teacher to create and monitor the student learning plan.
- Acting as a tutor, advisor or education assistant to support their child's learning.
- Communicating with the teacher about the progress of the learner, and participating in portfolio reviews and planning for further learning.

Although programs at CEAP are self-paced, students are expected to adhere to timelines set for programs by each teacher. Key dates are published on the CEAP calendar, including term cut-off dates, exam periods, and other important dates. Additionally, program teachers will publish individual calendars for their programs.



CEAP Vision

Each learner is the center of our world. We are a collaborative, connected, and dynamic community of support, where individual growth and global citizenship is celebrated.

CEAP Mission

The Collaborative Education Alternative Program is a distributed learning school providing flexible education choices to a diverse group of learners in British Columbia. Our learning environment combines the use of Information & Communications Technology, best teaching practices and enriching experiences. Students will be supported through the collaboration of teachers, parents, and community, and will develop the knowledge, skills and attitudes needed to become competent, responsible and compassionate global citizens.

Technology Requirement for ALL students at CEAP

The CEAP program is primarily based on technology-based learning. Parents and students (when deemed age-appropriate) must maintain an

- Active internet connection
- Email address that is active and is provided to the teacher and office.

Communication

Our primary means of general communication will be through our program website, containing announcements, events and up-to-date program information. Email messages will also be sent to individual or groups of parents and students from time to time.

Support for Learners

Several types of support to learners are available at CEAP:

- A quiet, school-based learning environment is available, with specialist teacher or tutor support, during scheduled tutorials.
- One-on-one support from teachers can be arranged through appointment.
- Use of learning support funding to obtain instruction or support from service providers, including tutors.

School Supplies

Parents are responsible for the provision of all school supplies (paper, pens, binders, rulers). Printer paper and printer ink are also the responsibility of the parent to provide.

Resource Deposits for FULL-TIME CEAP Students

Resource deposits will be required as outlined below. Deposits will be refunded upon the timely return of resources.

- **All Grades (K to 12)** – A \$75 (laptop) deposit is required (along with rental fees) to rent a computer for each school year. The deposit will be refunded when the computer is returned.
- **Grades K to 12** – A \$75 deposit is required to borrow textbooks or other learning resources. This will be refunded after all textbooks and other learning resources have been returned.
- **Graphing Calculators** - A \$25 deposit is required to borrow a graphing calculator.

Student Progress Reporting

For the dates on which reports are issued, see calendar on Page 2

Interim and Term reports are emailed to parents on or shortly after the dates on which they are issued.



Paper copies of final reports in June will be mailed to parents

K-12 and Adult Education Programs

Students K – 9 are required to enrol full-time into appropriate grade-level programs where they complete the curriculum associated with each grade. Secondary students (10 – 12) and adult learners are permitted to enrol for single courses. For complete program and course listings visit us online.

Learning Activities and Field Trips

Each school year, CEAP provides a variety of on and off-site learning activities for groups of students through the use of service providers and their facilities. Each of these is designed to connect to the prescribed curriculum and enhance the learning experience of our students.

When opportunities for parents or families occur, we will notify students and their families. Suggestions for CEAP activities are always welcomed, and may be forwarded to the program teachers, school office, PAC or administration.

Participation in CEAP Activities

Many CEAP activities are designed to allow for participation by non-enrolled persons, other than the enrolled student. Some activities, however, have constraints associated with them, such as space or participant limitations, age-appropriateness, and educational objectives set by the teacher. At times, these constraints may create a barrier to participation for others, including younger or older siblings and guests.

Activity Participation Guidelines

- Participation in activities and fieldtrips by non-enrolled persons is at the discretion of the CEAP staff, and must be arranged beforehand.

- Parents/guardians should consult with the teacher prior to bringing non-enrolled persons into CEAP classrooms during activities.
- Costs associated with participation of those, other than enrolled students, may need to be paid by parents/guardians.

Parent Advisory Council (PAC)

CEAP staff value the collaborative work we do with parents through the CEAP Parent Advisory Council. Collaborative discussion and involvement with parents assists us to continually develop and provide the best educational program to students.

The CEAP PAC meets 10am – 11:30am on the third Thursday of the month. All parents are welcome. Check the CEAP website for details.

Learning Support Funding for Individual Students

Under the direction of teachers, according to guidelines set by the Ministry and CEAP program, funding is available to provide a variety of additional learning activities or resources.

Ministry of Education Guidelines

- Service Provider funds are not to be reimbursed directly to parents or students, but must be paid directly to the service provider.
- Activities must be directly linked and address the support of a student’s learning plan, in a defined curricular area, and have a method of assessment.
- All non-consumable resources purchased must be returned to the school at the end of each year and at the end of the student’s program.

Suggested Activities

PE Fine Arts Practical Arts Activities	
Music lessons	Piano, violin, guitar (but not the purchase of musical instruments) Choir or band membership
Physical Education lessons	Soccer, baseball, gymnastics, dance, swimming (but not items such as sports equipment or clothing)
Art Lessons or Supplies	Drawing, painting, pottery
Practical Arts lessons	Woodworking, sewing, career exploration

Specific questions regarding Learning Support Funding should be addressed to the program secretary or administration.

Amounts Provided 2011-2012

Grades K-8	\$1100/year
Grades 9-12	\$350/semester

Terms of Payment:

- All expenditures must be pre-approved by the student’s teacher who will consider them in relation to the student’s learning plan.
- Approved support is paid directly to service providers upon receipt of invoices from them, provided to CEAP within designated timelines (See CEAP website for details).
- The funding levels listed above reflect full-time (1.0) enrollment over an entire school year. Students enrolled part-time will receive a percentage of the total available funding, based on the number of courses and number of months enrolled.
- This support is intended to cover the expenses associated with registration and lesson costs, and not to cover materials, equipment purchase or costume rentals associated with lessons or courses obtained from service providers.
- Internet Supplements claimed will be subtracted from the total amount of Learning Support funding provided, twice annually, in November and June, upon the presentation of Service Provider billing invoices for the period claimed.
- Learning Support funds may be used to cover the costs associated with computer rental from CEAP.
- Service provider payments will be applied separately for each student. Unused portions are not transferable between children.
- Parents/students are responsible to advise the program teacher the amount of support to be allocated to each activity.



Arranging for Learning Support Payments

1. The parent and/or student plan with the CEAP teacher the area in which learning plan support is requested (music, dance, soccer, art, etc.).
2. Upon approval, the school will provide a service provider form (See pg. 11) to be completed and returned to the school for copying. One copy is to be left at CEAP, and the other returned to the service provider.
3. The service provider will complete the form, indicating student attendance and progress, and it will be returned to the school.
4. The service provider/vendor, or parent, will email/fax/mail or submit an original invoice to CEAP for student services rendered.
5. CEAP secretary will arrange direct payment to service provider or account.
6. Parents will advise the program teacher each term if the activity will be continuing in the next term and a return a new student evaluation form to the service provider.

Final Invoices from Service Providers for the 2011-12 school year must be received into the CEAP office by the dates specified in the calendar provided on page 2.

Scholastic Books Purchasing Guidelines

- CEAP will maintain an account with Scholastic Books and students can use learning support funds to order materials used to Scholastic books purchased with CEAP must be returned



to the CEAP library at the end of each school year.

- CEAP families can also order from Scholastic, using their own funds and maintain personal possession of any purchases.

Computer Rental from CEAP

CEAP learners have the option to rent a CEAP-owned computer, subject to computer availability. Requests for computer rentals are handled on a first-come-first-served basis. Parents or students can elect to use a portion of available Learning Support Funds to rent a CEAP computer.

To Rent a Computer from CEAP:

- Read, sign and return the School District 69 CEAP Computer Rental Agreement (See Page 10)
- Provide a refundable Technology Equipment Deposit (paid by cash or cheque) to CEAP (\$75 for laptops).

Computer Rental Rates

- Laptop: \$20 per month



Conditions Governing the Rental of Computers

- Equipment is provided with the expectation that reasonable care and appropriate use practices will be exercised while the computer is on loan to the student.
- Lack of care or misuse will result in the termination of the computer rental agreement. Any

problems affecting function should be promptly reported to CEAP.

- Original packing materials should be retained and used to return the computer to CEAP.
- Computers are to be returned to CEAP for maintenance, when requested by CEAP, or at the cessation of a student's program at CEAP.
- Students and parents using rented computers are expected to follow the guidelines and rules contained in the Board Policy 5056 "Internet Access and Network Citizenship" available online at www.ceap.ca on the "Computer Support" page.

Students or Parents are permitted to

- Download and install Windows or anti-virus updates, or any software provided through the CEAP website.
- Install additional software that they purchase; however, CEAP will not assume responsibility for the function or performance of non-CEAP software.
- Attempt to resolve any performance issues by the means of normal trouble-shooting and user actions, not to include ANY removal or addition of internal hardware components.

Internet Connection Supplement Amount

Internet Connection Supplements are based on percentage of enrolment. The maximum amount provided for students enrolled full-time is \$300 per year. Supplements are paid twice annually, at the end of November and May, upon presentation of Internet service bills. One application is allowed per household

Guidelines for Internet Supplements

- Amounts that are claimed for Internet Supplements will be subtracted from the total amount of Learning Support funding that is available to the student each year.
- Funds may only be used for internet service provider connection costs, and may not exceed the actual cost of the monthly internet in the home.

- Internet Supplement amounts can be claimed only when there has been
 - Evidence of use of email, communication tools and learning platforms
 - Regular submission of student work and completed assignments
- CEAP will provide \$30 per month to support internet connectivity, up to \$300.00 per year for full-time students.
- Secondary Students enrolled less than full-time will receive monthly amounts according to the percentage of their enrollment:
 - 1 course: \$7.50 per month
 - 2 courses: \$15.00 per month
 - 3 courses: \$22.50 per month
- These funds are paid in two installments of up to \$150 at the end of November, and up to \$150 at the end of June, upon provision of an internet provider invoice (Shaw, Telus, etc.).
- Final payments are made in June AFTER borrowed and rented resources have been returned in satisfactory condition.

All applications for Internet Connection Supplement Amounts must be approved by May 11, 2012.



Did You Know...?



CEAP provides an approximately \$8000.00 of additional activities for students and parents each school year.





Code of Conduct

Student Rights and Responsibilities

Each learner is the center of our world. We are a collaborative, connected, and dynamic community of support, where individual growth and global citizenship is celebrated. Each student has a right to a learning environment that is safe and respectful and to participate in program activities. It is the personal responsibility of each student at CEAP to be aware of, support, and abide by the CEAP Code of Conduct. In the case of young students, it is expected that parents will support the student in reference to the rights, responsibilities and expectations outlined in our code of conduct.

Guiding Principles

- Prevention of retaliation - All reasonable steps will be taken to prevent retaliation against a student who makes complaint of a breach of a code of conduct.
- BC Human Rights - Our school supports the values expressed in the BC human Rights Code, respecting the rights of all individuals in accordance with the law, prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical and mental disability sex or sexual orientation.
- Special Consideration - In application of our school's code of conduct, special consideration may apply to students with Special Needs if those students are unable to com-

ply due to having a disability of an intellectual, physical, sensory emotional or behavioral nature.

Expectations of Students for Program Participation

- Communicate with their program teacher online and face-to-face
- Work to complete all assignments and projects to the best of their abilities
- Attend face-to-face sessions, meetings or school-based tests and examinations

Student Conduct

- Behave in a safe and positive manner
- Respect the rights and property of others
- Respect staff and the resources provided to support learning
- Follow the school district guidelines governing Information Technology use

Rising Expectations

- As students mature, expectations regarding conduct increase.
- Older students and will act as positive role models and demonstrate mentorship towards younger students.

This is a condensed version of the “CEAP Code of Conduct” which contains a more full description of all aspects of the rights, responsibilities and expectations outlined to govern student and parent participation in the CEAP program. The code of conduct also defines specific guidelines for consequences, parent notification and suspensions in accordance with school district policies.

View our complete code of conduct online at www.ceap.ca.

Expectations for Enrolled Students

- Parents and students will respond in a timely manner to emails from the school or teacher.
- Students will become “actively engaged” in their course work or assignments within 14 days of enrolling. This requires the submission of the first significant assignment in each course (9-12) or program (K-8).
- Students will make even and steady progress through all subjects contained in their learning plan, submitting assignments on a regular basis.
- Students or parents will communicate any challenges or problems being experienced, as soon as possible, so that a plan to address them may be collaboratively developed and implemented.

Success in Distributed Learning

Our experience has shown us that the most successful students in Distributed Learning are:

- self-motivated
- independent learners
- computer literate
- good time managers who know how to organize their time and tasks
- effective written communicators (Communication with a teacher will be via email)
- personally committed to this type of learning environment

To foster these qualities, it is suggested that K-12 learners have the support of a responsible adult to work with them and supervise their progress.



Ways to Create Success:

- **Create a workable personal timetable** for your school day that outlines schoolwork periods, break and physical activity times. Display this timetable in a prominent place.
- **Create a workplace for your studies**, free from distractions and other things that will keep you from your purpose.
- **Place the computer in a location that can be easily monitored** if the student is easily distracted by the urge to browse or social network.
- **Create a calendar for your personal deadlines** and due dates. Display this calendar in a prominent place.
- **Attend tutorials or one-on-one sessions** with your teacher whenever you require a more structured, quiet school workplace where you can also get some support.
- **Get involved in CEAP activities.** Join in to get involved in school activities such as drama, PE or Fine Arts, to make your school experience a more active and rewarding experience where you can interact with other learners.



School District 69 CEAP Computer Rental Agreement

This agreement, between School District 69 Qualicum CEAP Learning Centre, hereafter referred to as “CEAP”, and _____, hereafter referred to as “the Renter” and who is the parent/guardian of _____ (school-age student),

Or

This agreement, between School District 69 Qualicum CEAP Learning Centre, hereafter referred to as “CEAP”, and _____, (adult student), hereafter referred to as “the Renter”,

outlines the conditions of rental, use and maintenance of computer equipment provided by CEAP.

Equipment: Computers provided are deemed to be in good working order. The Renter is not authorized to make ANY changes (removal, exchange, or installation) to hardware provided. It is the Renter’s responsibility to notify CEAP immediately upon the detection of any malfunction. The School District 69 Tech Department is the ONLY agency authorized to make repairs or modifications to the computer’s hardware. Renters are authorized to install legal software that they have purchased, but do so at their own risk. CEAP is not responsible for the integrity of student data and the Renter is expected to keep the computer free of viruses and malware by using and updating the software provided for that purpose.

Damage/Liability/Theft: The Technology Department of School District 69 is responsible for evaluating the condition of the equipment. Repairs and maintenance resulting from normal wear and tear will be the responsibility of CEAP. If the Technology Department determines that the computer has been abused in any manner (dropping, foreign objects inserted, liquid spills, etc.), the Renter is liable to pay CEAP for the full cost of repairs or the replacement cost, whichever is less. Failure to pay repairs or replacement may result in forfeiture of the deposit.

The Renter is responsible for the security of the equipment and shall pay to CEAP the value of the computer if it is lost or stolen. Failure to compensate CEAP for the loss may result in forfeiture of the deposit.

Return of Computer: Upon graduation, withdrawal or school year-end, the Renter will return the computer in working condition. If the student is registered to return to CEAP in the following school year, the computer may be kept and used rent-free over the summer period and the contract will be considered renewed for the following year.

If the student is not registered for the following year, the Renter will return the equipment to the CEAP Learning Centre by June 15, 2010. Failure to return the equipment may result in forfeiture of the deposit.

Rental Options:

Desktop System	Laptop	Payment
Includes: CPU, Monitor, Keyboard, Mouse and connection cords	Includes: Laptop, AC Power connector and carry case.	Refundable Damage Deposits must be paid by cheque or cash.
Refundable Damage Deposit: \$50	Refundable Damage Deposit: \$75	
Monthly Rental Fee: \$10	Monthly Rental Fee: \$20	Monthly Fees: Deductable from Learner Support Funds

Please complete:

Name:	Home Phone:
Address:	Other Phone:
	Email:

Signed:

_____ Renter

_____ CEAP representative

Dated: _____



School District 69 CEAP Service Provider Reporting Form

(Please read all instructions on reverse)

Name of Student: _____ **Grade:** _____

Service Provider Name: _____

Activity or Lesson Provided: _____ **Number of Lessons Provided** _____

Start Date of Program: _____ **End Date:** _____

No. of Sessions/Lessons: _____ **Per Lesson Cost:** _____

APPROVED BY (CEAP): _____ **Signature:** _____

Reporting Form – (To be completed by the Service Provider prior to payment)

	Yes	No
Does this student attend classes on a regular basis?		
Is there evidence that the student completes practice and/or assignments between lessons?		
Is there evidence of learning and/or progress in the activity?		
Is the child preparing for a specific examination or competition?		
Please provide any comments you feel are applicable: (use reverse if necessary)		
Please indicate below how the student is fulfilling your program requirements:		✓
Not Meeting:		
Minimally Meeting:		
Fully Meets:		
Exceeds:		

Service Provide to complete:

Phone: _____

Address: _____

 Signature of Service Provider:

INFORMATION FOR PARENTS REGARDING LEARNING SUPPORT PAYMENTS TO SERVICE PROVIDERS:

Terms of Payment:

- All expenditures must be pre-approved by the student’s teacher who will consider them in relation to the student’s learning plan.
- Approved support is paid directly to service providers upon receipt of invoices from them, provided to CEAP within designated timelines (See Below).
- This support is intended to cover the expenses associated with registration and lesson costs, and not to cover materials, equipment purchase or costume rentals associated with lessons or courses obtained from service providers.

Arranging for Learning Support Payments

1. The parent and/or student plan with the CEAP teacher the area in which learning plan support is requested (music, dance, soccer, art, etc.).
2. CEAP will provide a teacher-signed Service Provider Form to taken to the service provider.
3. The Service Provider will complete the service provider form, indicating student attendance and progress, and it will be returned by the parent or student to the school.
4. The service provider/vendor, or parent, will email/fax/mail or submit an original invoice to CEAP.
5. CEAP secretary will arrange direct payment to service provider or account.

If the student has opted to rent a CEAP computer or to allocate Learning Support Funds towards the Internet Connection Supplement, the total amount of Learning Support funding available will be reduced from maximums stated in the CEAP Parent and Student Handbook.

Specific questions regarding Learning Support Funding should be addressed to the program secretary or administration.

It is the responsibility of Parents to ensure that Service Provider evaluations are returned to teachers two weeks prior to Reporting Dates.

K – 8 Report Dates	9 – 12 report Dates
Term 1 – Dec. 2	Term 1 – Nov. 25
Term 2 – Mar. 8	Term 2 – Feb. 8
Term 3 – June 28	Term 3 – Apr. 20
	Term 4 – Jun. 28

Final Invoices from Service Providers for the 2011-12 school year must be received into the CEAP office by Friday, May 18, 2012.

Service Provider Instructions:

Please forward invoices directly to the CEAP Learning Centre using the contact information. A signed copy of the Service Provider contract must be on file with CEAP prior to payment of invoice.

FAX completed forms to: 250.752.5619 Email: ceap@sd69.bc.ca Mail: (See letterhead)