



Elementary Financial Allocations Worksheet 2017-2018

Please provide information, as best as you can, with estimates for your first meeting with the teacher. This worksheet is provided for planning purposes. Approval for expenditures is made by the teacher.

Name:		Date:		Teacher:	
Amounts provided 2016 – 2017 <i>(based on full-time/program enrolment)</i>		<ul style="list-style-type: none"> Enrolled before Oct 1st: \$600 Enrolled before February 1th: \$300 Enrolled after February 1st, but prior to May 1st: \$200 per student After May 1st: No per student learning support funding provided 			
ANNUAL DEADLINE FOR APPROVALS - MAY 1					
INDIVIDUAL ONLINE APPS AND SUBSCRIPTIONS: Approved, user-selected online learning resources and apps such as "Spell City." Purchased with a credit card payment through our office.					
	NAME OF APP or SUBSCRIPTION	DETAILS			TOTAL
INDIVIDUAL LEARNER SUPPORT: Approved use of tutoring or other support services. Provider must have a current Service Provider Agreement with CEAP. We pay via monthly invoices submitted by the service provider.					
	NAME OF TUTOR	DETAILS/Cost per Hr./Total No. of sessions			TOTAL
INDIVIDUAL FIELD TRIPS AND MEMBERSHIPS: We cannot reimburse you for payments that you have made. We would pay by SD69 cheque or by providing a credit card payment, in advance, through our office.					
	NAME AND LOCATION	DATES	COST/PERSON	TOTAL	
CONSUMABLE SCHOOL SUPPLIES: \$50 Staples cash card (One per student, per yr., used for items such as pencils, paper, glue, printer cartridges, art supplies, etc.). This amount is deducted from your annual total funding.					TOTAL
ALTERNATIVE CURRICULUM RESOURCES					
	VENDOR	ITEM	CURRICULAR AREA	TOTAL	
PHYSICAL EDUCATION, FINE AND APPLIED ARTS Activities/Lessons (Activity payments exceeding \$150 are paid in monthly allotments)					
	VENDOR/LOCATION	ACTIVITY/SPORT	DATES	TOTAL	
PAYMENTS ARE NOT MADE DIRECTLY TO FAMILIES, BUT AUTHORIZED THROUGH PURCHASE ORDERS OR PAYMENTS TO SERVICE PROVIDERS. SEE FUNDING POLICIES PAGE ON THE CEAP WEBSITE FOR INFORMATION. www.ceap.ca					

USER GUIDE FOR FINANCIAL ALLOCATIONS

Amount Provided: The BC Ministry of Education has placed a cap of \$600 per student, on the amount which DL schools may provide to support learners. Funding through CEAP is provided, based on need, to assist in the provision of appropriate curriculum in all areas, or to support specific student learning needs. The total amount to be provided is based on the identification of need AND the date of enrolment:

Per student amounts:

- *Enrolled before Oct 1st: \$600*
- *Enrolled before February 1th: \$300*
- *Enrolled after February 1st, but prior to May 1st: \$200 per student*
- *After May 1st: No per student learning support funding provided*

Prior to funding being provided:

- Must have signed Learning Plan
- Need(s) identified and teacher-approved
- Approved Service Providers identified
- Online form submitted and approved by CEAP

Other Stipulations:

- Only approved amounts are paid. Parents responsible for fees that go beyond approved amounts.
- Max. \$50 limit on consumable resources
- No provision for photocopying – Do at CEAP!
- Amounts above \$150 are paid on a monthly basis
- Tutoring Support is provided where additional need is identified, in consultation with CEAP Learning Support Services.

All purchases made with the fund allocation require teacher pre-approval.

- Completion of this worksheet is a first step to help parents define priorities and is a proposal only. It does not constitute approval.
- Parents can meet at any time with the teacher to revise learning plans and to discuss proposed activities.
- Approval for expenditures is obtained through submission of the online Approval Request Form.

Internet Service is no longer funded:

CEAP will no longer provide funding for Internet connectivity.

Purchases that may be considered with prior approval include:

- Printed materials including books, workbooks, etc.
- Fine Arts lesson (i.e. dance, music, drama etc.)
- Musical instrument rental fees
- PE Activities (i.e. martial arts, swim lessons, gym fees, etc.)
- Specific computer software – limits apply
- Annual memberships (i.e. Science World, Vancouver Aquarium, etc.) should be purchased at the start of the school year. CEAP will cover cost of one adult chaperone for K-9 students.
- Consumable curriculum supplies including calculators, headphones, and digital storage devices paper, pens, pencils, erasers, printer ink cartridges, etc., using charge card, \$50 maximum per year

Purchases or Services not covered by CEAP:

- Any purchase not pre-approved by CEAP
- Equipment, with capital value, including computers, printers, sports equipment, cameras, etc.
- Furniture
- Personal clothing items including uniforms, swimwear, backpacks, gym shoes, etc.
- Insurance
- Travel expenses, including gas, bus tickets, ferry fees, accommodations charges, etc.
- Restaurant or food purchases
- Items of a religious nature

Submission of invoices

It is usual for service providers to invoice CEAP directly, via email or postal mail; however, it is expected that any invoices or receipts received by parents will be conveyed to our office ASAP. Parents should retain all \$50 cash card receipts, should we wish to retrieve them.

ANNUAL DEADLINE:

May 1

Approval of all Student Learning Support.