



## Secondary Financial Allocations Worksheet 2017-2018

*This worksheet is provided for planning purposes. Approval for expenditures is made by the teacher/advisor.*

|   |                             |   |                 |                 |       |
|---|-----------------------------|---|-----------------|-----------------|-------|
| <b>Name:</b>  |                             | <b>Date:</b>  |                 | <b>Teacher:</b> |       |
| <b>Amounts provided<br/>2016 – 2017</b><br><i>(based on full-time/program enrolment)</i>  |                             | <ul style="list-style-type: none"> <li>Enrolled before Oct 1<sup>st</sup>: \$600</li> <li>Enrolled before February 1<sup>th</sup>: \$300</li> <li>Enrolled after February 1<sup>st</sup>, but prior to May 1<sup>st</sup>: \$200 per student</li> <li>After May 1<sup>st</sup>: No per student learning support funding provided</li> </ul> |                 |                 |       |
| <b>ANNUAL DEADLINE FOR APPROVALS - MAY 1</b>  |                             |   |                 |                 |       |
| <b>INDIVIDUAL ONLINE APPS AND SUBSCRIPTIONS:</b> 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 |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
| <b>INDIVIDUAL LEARNER SUPPORT:</b> 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 |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
| <b>INDIVIDUAL FIELD TRIPS AND MEMBERSHIPS:</b> 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           |       |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
| <b>CONSUMABLE SCHOOL SUPPLIES: \$50 Staples cash card</b> (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 |
| <b>ALTERNATIVE CURRICULUM RESOURCES:</b> For items, selected by parents, not provided by CEAP. Maximum amount per year to be equal to no more than ½ of available funding at the time of enrolment.                                     |                             |   |                 |                 |       |
|   | VENDOR                      | ITEM  | CURRICULAR AREA | TOTAL           |       |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
| <b>PHYSICAL EDUCATION, FINE AND APPLIED ARTS</b><br>Activities/Lessons (Activity payments exceeding \$150 are paid in monthly allotments)   |                             |   |                 |                 |       |
|   | VENDOR/LOCATION             | ACTIVITY/SPORT  | DATES           | TOTAL           |       |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
|   |                             |   |                 |                 |       |
| <b>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. <a href="http://www.ceap.ca">www.ceap.ca</a></b> |                             |   |                 |                 |       |

## **USER GUIDE FOR FINANCIAL ALLOCATIONS**

### **Amount Provided to Secondary Students:**

For students, grades 8 – 12, whose home school is CEAP, up to \$600 of learning support funding may be provided to support learning or the attainment of learning outcomes in curriculum areas not available through CEAP. These activities include Fine and Applied Arts, PE and, in some cases, tutoring support.

#### *Per student amounts:*

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

### **Prior to funding being provided:**

- Must have signed Learning Plan
- Need(s) identified and teacher/advisor-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!
- Alternate Learning Resources – Max. ½ of total funds at time of enrolment
- 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:**

Beginning September 2015 – 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 purchases 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, telescopes, 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.**