



Policy 4.07

Category: Business Administration

School Fees and Costs

BACKGROUND

The CAPE Charter Board believes that education is the right of every child and student, and that the education program must be made available to any child and student that wishes to enrol regardless of gender, religion, nationality, or social-economic status.

POLICY STATEMENT

The CAPE Charter Board is committed to the provision of an educational experience that is inclusive and equitable, and that supports the academic and personal development of every child and student enrolled at CAPE. The CAPE Charter Board is also committed to ensure that every student is provided with all the tools necessary for learning within and outside of the school. In addition, the CAPE Board of Directors is mindful of its fiscal responsibility and acutely aware of the cost that is associated with the personalized program it offers. The CAPE Board of Directors has therefore adopted a fee schedule that balances the financial requirements of CAPE, the educational experience of the students, and the financial health of their families.

GUIDELINES

1. The CAPE Fee Schedule is designed to ensure that every child/student is provided with all required learning tools regardless of the parent/guardian's ability to pay.
2. The 'activity fee' on the CAPE Fee Schedule has been particularly designed to ensure that every child/student participate in all aspects of the CAPE educational program.
3. It is of utmost importance that the parent/guardian's privacy be respected and protected at all times.
4. The CAPE Charter Board charges the Superintendent and the Secretary-Treasurer with the task of annually reviewing annually the CAPE Fee Schedule as part of the development of the Budget.
5. The Secretary-Treasurer is to present the draft Fee Schedule and the rationale for increasing, decreasing, or retaining fees as well as the proposal of new fees to the CAPE Charter Board at the March Board meeting for Board consideration.

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6. The Draft Fee Schedule and the rationale for increasing, decreasing, or retaining fees, as well as establishing new fees, is to be presented to the parents/guardians through the School Council, website, and any other means the CAPE Charter Board deems appropriate. Input from parents/guardians is to be requested within a reasonable time frame.
7. Upon a review of all feedback, the Secretary-Treasurer is to present the finalized Fee Schedule to the CAPE Charter Board at the April Board meeting for Board consideration and discussion.
8. The final Fee Schedule is to be approved at the following Charter Board meeting and shared with all present parents/guardians and parents interested or considering enrolling their child/student at CAPE.
9. The Fee Schedule must:
 - 9.1 be equitable, reasonable, and provide value;
 - 9.2 be mindful of family size, family budgets, and the economy;
 - 9.3 be mindful of the required resources of each grade level;
 - 9.4 clearly state which fees are refundable and which are non-refundable;
 - 9.5 clearly state that a non-refundable fee is recovered through the materials it covers;
 - 9.6 be mindful of the financial viability of the school.
10. The Fee Schedule is to clearly describe what the fee covers.
11. The Fee Schedule is to clearly include the accepted methods of payment and timeline for payment.
12. Parents for whom the fees may cause hardship may submit a written request for one or more of the fees be waived for that particular year.
13. A Request for Waiving of Fees Form must be submitted for each student in the family.
14. The Request for Waiving of Fees Form can be requested and submitted by any parent at any time during the academic year.
15. The completed Request for Waiving of Fees Form is to be reviewed by the Charter Board at the Board meeting following the submission, and the parent is to be informed of the decision within five (5) working days of the Charter Board meeting.



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16. The CAPE Charter Board is to inform parents/guardians of the eligibility criteria, process, and timeline for requesting that one or more of the fees be waived.
17. The CAPE Charter Board is to inform all parents/guardians that CAPE applies for transportation grants on behalf of parents that complete and return the transportation contract by the stated deadline and that qualify for the grant. Parents, therefore, have the option of utilizing the grant to cover the fees.
18. A parent wanting to request the refund of any fee or cost may do so by requesting such a refund, in writing, via a letter or e-mail addressed to the Secretary-Treasurer. The rationale for the refunding of any fee and cost is to be included in the Fee Schedule.

Kindergarten General Fee: refundable for any **full month** for which the child is no longer registered at CAPE;

Grade 1-9 Book Rental: refundable if, though registered, the student does not attend **from the first day of school** onward and is therefore removed from the enrolment;

Grade K-9 Supplies: **refunded in kind** if, though registered, the student does not attend **from the first day of school** onward and is therefore removed from the enrolment;

Grade 1-9 Planner: refundable if, though registered, the student does not attend **from the first day of school** onward and is therefore removed from the enrolment;

Grade 1-9 Activity Fee: refundable for any **full month** for which the child is no longer registered at CAPE.

19. Any dispute or disagreement between parents/guardians and the CAPE Charter Board is to be addressed as follows:
 - 19.1 The parent/guardian is to bring the matter to the attention of the Secretary-Treasurer in writing. The Secretary-Treasurer is charged with the responsibility of addressing the issue within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.

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- 19.2 If the dispute or disagreement is not resolved to the satisfaction of the parent/guardian, the parent/guardian is to bring the matter to the attention of the Superintendent, in writing. The Superintendent is charged with resolving the dispute within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.
- 19.3 If the dispute or disagreement is not resolved to the satisfaction of the parent/guardian, the parent/guardian is to bring the matter to the attention of CAPE Charter Board for review and resolution. The CAPE Charter Board will address the dispute within 20 working days from the date of receipt of the communication and inform the parent/guardian, in writing, of the findings or outcome.
20. The CAPE Charter Board does not charge fees for the transportation of students to and from school since it does not have a transportation system.

References:

CAPE charter

School Act

School Fees and Costs 101/2017Regulation

Policy 8.09

Adopted: June 28, 2017

Revised: August 30, 2017

Revised: September 12, 2017

Motion: #2017-06-28-9

Motion: #2017-08-30-9

Motion: #2017-09-12-2

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APPENDIX A

CAPE PUBLIC CHARTER SCHOOL FEE SCHEDULE 2017-1018

Kindergarten: <i>full day every day, 1 FTE teacher, 1 FTE educational assistant</i>	General Fee (refundable for any full month for which the child is no longer registered at CAPE)	\$280.00/month	Covers student insurance (24 hours/day, 365 days/year), field trips (including transportation to and from community locations and rental fees for community facilities), consultants, technology such as use of classroom iPads and desktops, and other non-instructional items.
	Supplies (refunded in kind if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)	\$80.00	All materials the student will need for the year such as pencils, erasers, scribbles, rulers, crayons, pencil case, etc. Does not include a backpack and a lunch kit. <i>Ensures that every student has the necessary materials.</i>
Grades 1-3	Book Rental (refundable if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)	\$55.00	Covers all textbooks and disposables, dictionaries, novels, etc.
	Supplies (refunded in kind if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)	\$80.00	All materials the student will need for the year such as pens, pencils, erasers, binders, highlighters, compass sets, scribbles, rulers, crayons, pencil case, etc. Does not include a backpack and a lunch kit. <i>Ensures that every student has the necessary materials.</i>
	Planner (refundable if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)	\$20.00	Covers the cost of the school planner.
Grades 4-5	Book Rental (refundable if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)	\$70.00	Covers all textbooks and disposables, dictionaries, novels, etc.

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	<p>Supplies (refunded in kind if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)</p>	\$100.00	All materials the student will need for the year such as pens, pencils, erasers, binders, highlighters, compass sets, scribbles, rulers, crayons, pencil case, etc. Does not include a backpack and a lunch kit. <i>Ensures that every student has the necessary materials.</i>
	<p>Planner (refundable if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)</p>	\$20.00	Covers the cost of the school planner.
Grades 6-9	<p>Book Rental (refundable if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)</p>	\$70.00	Covers all textbooks and disposables, dictionaries, novels, etc.
	<p>Supplies (refunded in kind) if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)</p>	\$130.00	All materials the student will need for the year such as pens, pencils, erasers, binders, highlighters, compass sets, scribbles, rulers, crayons, pencil case, etc. Does not include a backpack and a lunch kit. <i>Ensures that every student has the necessary materials.</i>
	<p>Planner refundable if, though registered, the student does not attend from the first day of school onward and is therefore removed from the enrolment)</p>	\$20.00	Covers the cost of the school planner.
Grades 1-9	<p>Activity Fee (refundable for any full month for which the child is no longer registered at CAPE)</p>	1st Child in the Family \$55.00/ month	Covers student insurance (24 hours/day, 365 days/year), all field trips, consultants, registrations for fairs/workshops/competitions/etc., transportation to and from community locations (ex: dance studio), rental fees for community facilities (ex: YMCA), and other non-instructional items. <i>Ensures that every student has access to and benefits from the full program, regardless of ability to pay and protects privacy.</i>
		2nd Child in the Family \$50.00/ month	
		3rd Child in the Family \$45.00/ month	

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	4th Child in the Family	\$40.00/ month
	5th + child in the family	No Further Activity Fee Charged
Grades K-9	Transportation	NO FEES
Please see J. Wolfe, Executive Assistant, at 403-528-2983 or at jwolfe@capeisgreat.org for information about payments, refunds, financial assistance, or any other issue or concern that may arise.		

January 25, 2017 CAPE Board of Directors Meeting

5.3 Motion 2017-01-25-5

5.6 Motion 2017-01-25-8

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APPENDIX B

Request for Waiving of Fees Form

Policy 4.07 School Fees and Costs

Revised: September 12, 2017 Motion: #2017-09-12-2

Please return the completed form to the Secretary-Treasurer or designate. Please print clearly.

Date: _____

To the CAPE Board of Directors,

Please consider this request for the waiving of fees for my student for the period

commencing _____ and ending _____. This request
Month & Year Month & Year

is being submitted because:

Name of Student: _____ Grade: _____

Address: _____

Cell Phone Number: _____

Home Phone Number: _____

Home E-mail address: _____

Work E-mail address: _____

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Please check any fee for which the waiver is being requested.

One time fees:

Check Box	Kindergarten Supplies	\$80.00
	Grades 1-3 Book Rental	\$55.00
	Grades 4-5 Book Rental	\$70.00
	Grades 6-9 Book Rental	\$70.00
	Grades 1-3 Supplies	\$80.00
	Grades 4-5 Supplies	\$100.00
	Grades 6-9 Supplies	\$130.00
	Grades 1-9 Planner	\$20.00

Monthly Fees:

Check Box	Kindergarten General Fee	\$280.00 /month	\$280.00 x _____ months =
	Grades 1-9 Activity Fee *Please see invoice	1st Child in the Family \$55.00/month 2nd Child in the Family \$50.00/month 3rd Child in the Family \$45.00/month 4th Child in the Family \$40.00/month 5th + child in the family No Further Activity Fee Charged	Monthly fee x _____ months =

Name of Parent (print)

Signature of Parent

For Office Use Only:

The above indicated fee(s) has/have been waived for _____ in grade _____ for a total of \$ _____.

CAPE Board Chair

Date

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APPENDIX C

September 2017

Request for Waiving of Fees Parent/Guardian Letter

The CAPE Charter Board believes that education is the right of every child and student, and that the education program must be made available to any child and student that wishes to enrol regardless of gender, religion, nationality, or social-economic status. The CAPE Charter Board is committed to the provision of an educational experience that is inclusive and equitable, and that supports the academic and personal development of every child and student enrolled at CAPE.

The CAPE Charter Board, in Policy 4.07 School Fees and Costs, has adopted a process through which a **parent or guardian** for whom fees pose harsh financial hardship may apply to have **one or more of the fees for one or more of their children/students waived for any portion of the academic year**. The Request for Waiving of Fees Form is available from the main office. Please speak with or e-mail J. Wolfe, Executive Assistant (jwolfe@capeisgreat.org or 403-528-2983) to request the form. There is no deadline for the submission of the Request for Waiving of Fees Form. **It can be submitted at any time throughout the academic year**. However, one (1) Request for Waiving of Fees Form must be submitted for **each** child and/or student in the family.

No paperwork, such as Notice of Assessment or tax forms, need be submitted when requesting that fees be waived. The CAPE Charter Board continues to adhere to the honour system, as it was in the past. The CAPE Charter Board simply requests a brief statement as to the reason for the request.

This new process comes into effect September 1, 2017, retroactively. The policy is posted on the CAPE website for your review. If concerns or questions arise please see me, Carmen Ressler, Secretary-Treasurer or Teresa Di Ninno, Superintendent.

Sincerely,

Carmen Ressler, B.Man., CA
CAPE Secretary-Treasurer