



Lethbridge Christian School

Grade One - Eight Registration Package

2017 - 2018

This registration package contains the forms & information required to register your children at Lethbridge Christian School (LCS): Grade One – Eight.

Enclosed in this registration package is the following information:

- 1. District 51 & LCS Registration Forms**
- 2. F.O.I.P. Forms**
- 3. LCS School Fee Schedule**
- 4. LCS & Society Email Consent Forms**
- 5. LCS Membership Application Form**
- 6. User Fee Schedule**
- 7. Arrears Policy**

Please Note: When registering you must include

- all forms**
- all required payments**
- birth certificate**

Incomplete applications will be returned to you delaying registration.



LETHBRIDGE CHRISTIAN SCHOOL



Challenging students to know, love and obey Jesus Christ.

Welcome to LCS! We are very encouraged that you are considering registering or re-registering your child or children at LCS for the upcoming school year. Within our building it is our staff's desire to provide students with a Christian Education in an interdenominational setting. We strive to encourage lifelong growth and learning within our students.

We certainly understand that choosing LCS is a commitment of both your time and your finances and as a staff we will not take this lightly. We are committed to serving your children and partnering with your family to provide an educational experience that is second to none. Throughout your time at LCS we would love for you to be involved and serve in any area possible. Whether it be joining parent council, reading with students, assisting with lunch programs, volunteering in classrooms, or serving on the Lethbridge Christian School Society executive council, it is our belief that the strongest schools are ones in which a mutual partnership between home and school has been formed. If at any point you are looking to get involved but do not know where to begin, please contact the office and we can help get you plugged into our community.

Thank you in advance for taking the time to fill out this registration and for making the commitment to partner with LCS in the upcoming year. We are excited to see what God has in store, and very much look forward to continuing to offer an education that challenges students to become lifelong followers of Jesus Christ.

If you ever have any questions, concerns, or compliments please do not hesitate to come in and speak with me or send me an email at Leslie.Greeno@lethsd.ab.ca

Sincerely,

Les Greeno
Principal
Lethbridge Christian School

Date _____

2017-2018 Student Registration Form - Lethbridge Christian School

A COPY OF THE STUDENT'S BIRTH CERTIFICATE IS REQUIRED FOR REGISTRATION.

Student Information:

Student's Name: _____ Grade To Enter: _____

Younger Siblings Not Yet Attending School:

Brother's Names/Birthday:

Sister's Names/Birthday:

Spiritual Background:

Church presently attending _____ Pastor: _____

Other Information:

What is your home (closest) school? _____

Are you planning to or have you already registered at another school? _____

If yes, which one. _____

Has the student ever received special education or resource room assistance? _____

Explain: _____

Is the student taking any long term prescription medicine that will need to be given at school?

Does the student have an epi-pen? Yes _____ No _____

Does the student have an inhaler? Yes _____ No _____

Would you like to receive your newsletters and memos by email? Yes _____ No _____

Bussing

Our family requires bussing Yes _____ No _____

****Bussing is available at specified pick up points** within the city and in Coaldale. Parents will be notified of the pick-up points and times when the 2017/2018 registration is complete. **Please be aware that we do not do front door pick up. Routing scheduling is subject to change.**

Alberta Student Number (if known): _____

School: _____

*** Required Fields**

*Legal Last Name: _____ *Legal First and Middle Names: _____

*Preferred Last Name (if different): _____ *Preferred First Name (if different): _____

*Birthdate (D/M/Y): _____ *Gender: Female Male *Home / Cell Phone Number: _____

*Birth Certificate: Yes No *Other Proof of Residency: Yes No

*Home Address: _____

*Mailing Address: _____

(House and Street) (City) (Province) (Postal Code)

Siblings currently enrolled with Lethbridge School District No. 51: _____

Alberta Health Care PHN (Personal Health Number): _____

**Medical information (i.e. medical conditions, allergies, etc): _____

****This must be completed every year**

Name and location of previous school attended: _____

Date last attended previous school: _____ Last Grade Completed: _____

Priority 1 Contact Information (i.e. parent or guardian)

First & Last Name: _____

Address: _____

City, Postal Code: _____

Relationship to Student: _____

Home Phone: _____

Work Phone: _____

Cellular Phone: _____

E-Mail Address: _____

Priority 2 Contact Information (i.e. parent or guardian)

First & Last Name: _____

Address: _____

City, Postal Code: _____

Relationship to Student: _____

Home Phone: _____

Work Phone: _____

Cellular Phone: _____

E-Mail Address: _____

Student is living with (check ALL applicable boxes): Priority 1 Priority 2 Other

Emergency Contact Information (in the event the above contacts are unavailable)

First & Last Name: _____

Address, City, PC: _____

Relationship to Student: _____

Home Phone: _____

Work Phone: _____

Cellular Phone: _____

Please ensure this emergency contact is advised that their name has been used for this purpose.

Aboriginal Self Identification - If you wish to declare that the student is Aboriginal, please select one:

First Nation (status) **First Nation (non-status)** **Metis** **Inuit**

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780.427.8501.

If you have questions regarding the collection of student information by the school board, please call 403.380.5299.

First Nation of Residence: _____ Student's Indian Registry number (10 digit): _____ (IF APPLICABLE)

Citizenship: 1 - Canadian Citizen 2 - Permanent/Landed Immigrant 5 - Study Permit 6 - Child of Canadian Citizen
 7 Temporary Resident 9- Children of individual lawfully admitted to Canada/Unknown

English as a Second Language (ESL) Eligibility

A student may be eligible for ESL support when the primary language spoken at home is a language other than English. ESL students can be born in Canada or in another country.

Languages Spoken at home: _____

Student's first language spoken: _____ Do you need assistance with interpretation? Yes No

Pursuant to Section 23 of the Canadian Charter of Rights and Freedoms:

Citizens of Canada

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French (this means instruction in a French only school, **not a French Immersion program**) have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary instruction in French (this means instruction in a French only school, **not a French Immersion program**) in Canada, have the right to have all their children receive primary and secondary instruction in the same language.

According to this criteria, are you eligible to have your child educated in French? Yes No

If yes, do you wish to exercise your right to have your child educated in French? Yes No

****In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional authority.**

I hereby certify that the foregoing information is true, correct and complete to the best of my knowledge and belief.

Signature: _____

Date: _____



Lethbridge School District No. 51

2017-2018 Student Registration Package

Student's Name: _____

School: _____

Grade: _____

INSTRUCTIONS

1. Read the Freedom of Information and Protection of Privacy Act information and the Normal School Information notifications sheet enclosed in this package and retain this document at home for your reference.
2. Complete or verify the Student Registration Form.
3. Read and complete the enclosed Consent Forms.
4. Return the completed registration package to the school.

Consent to receive Commercial Electronic Messages (CEM's)

On July 1, 2014 Canada's Anti-Spam Legislation (CASL) came into effect. As of this date, [Lethbridge School District No. 51](#) cannot send any messages by any means of telecommunication (including e-mail messages, text messages, instant messages and direct messages to social networking accounts, where one or more of the purposes of this message is to encourage participation in commercial activity, whether or not there is an expectation of profit, unless we have received express consent to send these messages.

[Lethbridge School District No. 51](#) values the many learning opportunities, activities and mementos that enhance the educational experience that we provide to our students. Some of these opportunities include performances, field trips, travel, school clothing, student photos, yearbooks, hot lunches or similar school related activities. In order for [Lethbridge School District No. 51](#), our schools and school councils to communicate our programs, activities and special offers through electronic means, we require your consent.

By signing this document, I/we consent to receiving a commercial electronic message (CEM) from [Lethbridge School District No. 51](#), its schools, and school councils. Examples of these would include, but would not be limited to:

- Newsletters
- Offers to purchase goods and services such as
 - Apparel
 - Yearbooks
 - School Photos
 - Travel offers
 - Hot lunches
- Advertisements for school activities, events and programs for which there is a fee

Note that consent to receive CEM information may be withdrawn at any time by contacting the School or Lethbridge School District No. 51.

I, _____ the parent/guardian/Independent Student give my consent to receive Commercial Electronic Messages (CEM's) from Lethbridge School District No.51, its schools and school councils. This consent will remain in effect until I expressly withdraw my consent by notifying the School or Lethbridge School District No. 51.

Signature of Parent/Guardian/Independent Student

Date

Email address: _____
(Please print clearly)

CONSENTS FOR INFORMATION DISCLOSURE REQUIRING PARENTAL SIGNATURE

Copyright Release

As part of a student's educational program, they may be recorded and taped; have their work displayed; have their work reproduced for non-profit, educational purposes. Their production(s)/work(s) may be shown at educational displays during open house, in-service sessions and other school-related activities at school or School Board sites, or at school or School Board sponsored displays in the community, or used in a school publication.

_____ I give my consent to the information disclosures as described above.

_____ I do not give my consent to the information disclosures as described above.

I understand that this consent is valid for this current school year only.

_____	_____	_____
Print Name	Signature of Parent/Guardian/ Independent Student	Date

Media/Internet Consent

Lethbridge School District No. 51 enjoys and encourages an open and positive relationship with print (i.e. newspapers, magazines, etc.) and broadcast media (i.e. television, radio, etc.) as a means of promoting and reporting on school activities. In addition, schools are using the Internet (websites, web based programs) to increase positive learning, sharing and recognition opportunities for staff and students.

By signing this section I/we consent to the disclosure of information for use by Media and/or School District use for learning and/or celebration of learning purposes. Examples of these would include, but would not be limited to:

- Interviews for media or School publications (i.e. - school newsletters, etc.)
- Photograph of the student and posting of Student's name
- Group and class photographs that include Student and their name
- Class work (i.e. - art, stories, projects) done by Student
- Awards, Scholarships, Prizes received by Student
- Participation of Student in Extracurricular Activity (Athletics, clubs, fundraising efforts, music)
- Collaboration with other schools and classrooms using web based programs such as Skype, YouTube, Twitter, etc.

Please mark one of the following to indicate your consent:

_____ I give consent to disclosures as described above.

_____ I do not give consent to the above disclosures.

_____ I give consent, with the following exceptions.

_____	_____	_____
Print Name	Signature of Parent/Guardian/ Independent Student	Date

Public Health

Alberta Education will share student demographic information with Alberta Health Services in the case of health emergencies, such as a disease outbreak.



Lethbridge School District No. 51
**AND THE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Effective September 1, 1998, school jurisdictions in Alberta became subject to the *Freedom of Information and Protection of Privacy Act*. The purposes of the *Act* (Section 2) are: (1) to allow the public a right of access to records held by a school jurisdiction; (2) to control the manner in which school jurisdictions collect, use and disclose personal information; (3) to allow individuals a right to access personal information about themselves held by a school jurisdiction; (4) to allow individuals a right to request corrections to their personal information held by a school jurisdiction; and (5) to provide for an independent review of decisions made under the *Act*.

Access to Information - Under the *School Act* (Section 18), a student, their parent/guardian, and any person who has access to the student under a separation agreement or court order will have access to records kept by the school pursuant to the *Student Record Regulation*. Access to other personal information not included on the student record will be subject to release under the *Freedom of Information and Protection of Privacy Act* (sections 16 and 17). The *Act* also gives individuals the right to request correction of personal information (Section 35).

Any individual may request access to any record in the custody or under the control of the school jurisdiction, subject to restrictions related to the release of personal information and other limited exceptions. Information that is routinely available to the public may be released without a formal request. Any requests for information will be subject to payment of applicable fees adopted by the Board.

Protection of Privacy - An individual's personal information belongs to them, and they have a right to protection of their privacy. Personal information is defined in the *Act* (Section 1(1)(n)) as recorded information about an identifiable individual, including the individual's name, phone number, address, ethnicity, religion, age, marital status, identifying numbers or symbols, education, employment, medical or psychiatric history, and anyone else's personal opinions about the individual. To ensure that an individual's privacy is protected, the *Act* establishes strict guidelines for how personal information is to be collected and used, including the retention and disposal of this information (Sections 32, 33, 34 and 37). There are also strict guidelines governing disclosure of personal information (Sections 38, 39, 40 and 41).

What information is collected and why? Registration information is collected under the authority of the *School Act* (Section 18), the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act* (Section 32.c). Information collected will be used for educational program purposes, such as placement in appropriate grades and courses, determination of eligibility for Alberta Education funding, contact information and as a record of health status in the event of a problem or emergency involving your child, etc.

How may the information which is collected be used or released? Information collected by the school jurisdiction may be used only for the purposes for which it was collected or for a consistent purpose (Section 39). This information will only be released if permitted under the *School Act* (Section 18) or the *Freedom of Information and Protection of Privacy Act* (Sections 16, 17, 37, 38 and 39), or if written consent for its disclosure is obtained. The *School Act* and *Student Records Regulation* permit the release of information to Alberta Education, including student name, gender, birth date, program/grade, student/parent address and telephone numbers. This information is used to facilitate program funding, planning and evaluating programs, conducting enrolment audits of school jurisdictions, and for demographic and other statistical research purposes.

What security measures are in place to protect this information? Personal information collected through the student registration process is kept secure and access is restricted. The School District utilizes a computerized Student Information System to maintain student records. Information is entered into the computer system at the school level, and access to this information is restricted by password protection.

What if I have questions or concerns? If you have any questions about the collection, use or disclosure of information collected in this registration process or on any matters of access or privacy, please contact:

Office of the Superintendent
Lethbridge School District No. 51
433 - 15th Street South, Lethbridge, AB T1J 2Z5

Phone: (403) 380-5300
Fax: (403) 327-4387

Please retain this document at home for future reference.

INSTRUCTIONS

1. Read the Freedom of Information and Protection of Privacy Act information and the Normal School Information notifications sheet enclosed in this package and retain this document at home for your reference.
2. Complete or verify the Student Registration Form.
3. Read and complete the enclosed Consent Forms.
4. Return the completed registration package to the school.

NORMAL SCHOOL INFORMATION DISCLOSURE

Parents/Guardians Please Read Carefully

The Freedom of Information and Protection of Privacy Act requires that consent be obtained for the collection and use of personal information that is not authorized under the School Act. The Lethbridge School District #51 believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

- the use of a student's name, photo, comments in the school calendar, newsletter, yearbook, graduation book, or other school publication.
- the taking of individual, class, team or club photos for school purposes and the use of student photos for the issuance of identification passes (i.e., library, activity, transit/bus).
- the use of student names on artwork or other creative work or material of students displayed at school or School Board sites, provided the Copyright Release section of this form is signed.
- the use of student names in honour rolls, birthday recognition, and other such acknowledgements within the school or School Board.
- the publication of student names as part of graduation and award ceremonies.
- the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the Board applies on a student's behalf.
- the use of students' names, related contact information and telephone numbers for absenteeism verification.
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not identifiable (the accompanying *Media Consent Form* may provide consent for situations where individual students are identifiable or interviewed and the material will be used outside the school). Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not be able to restrict such activity at public events.
- the circulation of personal information on a "need to know" basis for students who have severe, life threatening medical conditions or for students in emergency situations.
- the taking of photos/videos of classroom or other school activities by the School Board where the material will be used within the school. (Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place.)

If you have concerns with any of these uses of information, please notify the school principal in writing.

Please retain this document at home for future reference.

NEW STUDENTS TO _____ SCHOOL

If you are registering at _____ School as a new student you must have the following accompany your registration package:

- **a photocopy of your birth certificate**
- **a photocopy of your Alberta Health Care Number**
- **a copy of your most recent report card from last school attended**
- **a copy of a document verifying your address**



Lethbridge School District No. 51

Permission for school council to contact parents / guardians directly for 2017-18

School councils are collective associations of parents, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate co-operation among all the concerned participants in the local school. (Alberta Education)

School councils are one way we can all work together to support teaching and learning. School council plays an important role by advising the principal. We invite YOU to become involved!

School council members need to be able to contact parents about such things as:

- Meetings, special events, fundraising and other activities sponsored by the council;
- Obtaining your opinions and comments about school matters so council can work with the principal; and
- Sharing information on matters that affect public education.

School councils are subject to the Provincial Government’s privacy act, the *Personal Information Protection Act (PIPA)*. This means that in order for the school council to contact its parent or guardian members directly, they must provide the contact information directly to the school council.

If you would like to receive communication and information directly from the school council, we need to know how to contact you and to have your permission to do so. Please fill in this form and return it to the school. Your information will be kept private and used by the School Council Executive only to share information with you about school council activities for the 2017-18 school year.

If you have questions about the collection of your information, please contact this year’s school council chair.

For the 2017-2018 School Year

As a parent/guardian of a student attending _____ School, I give my consent for the school council to contact me directly about school council business. I understand that if I no longer want to be contacted by the school council, I can ask the chair to remove my name from the contact list.

Name: _____ Phone: _____
 Full Address: _____ Postal Code: _____
 Email: _____

By entering my email address, I consent to receiving communications via email from the School Council.

Child’s/Children’s Name(s): _____ Grade(s): _____

Signature: _____ Date: _____



Is Your Child of First Nation, Metis or Inuit (FNMI) Heritage?

Dear Parents:

In 2004, after consulting with Aboriginal representatives, Alberta Education introduced the Aboriginal Learner Data Collection Initiative. It was introduced to identify First Nation, Metis and Inuit (FNMI) students for the purpose of helping to improve education programs and achievement for FNMI learners. The information helps Alberta Education and our school district determine effectiveness of initiatives for FNMI students, target programs to address student needs, identify promising practices, and determine professional learning needs for teachers. It is important information needed to provide the best possible learning environment for our FNMI students.

You will notice a section on your child's registration form that invites you to indicate if your child is of Aboriginal heritage. This question appears on all student registration forms in school jurisdictions across the province. The choice for an Aboriginal learner to provide this information is voluntary. As part of our on-going commitment to develop programming that reaches all students and to better serve the needs of our FNMI students, we ask that if your child is of Aboriginal heritage you check the appropriate box.

We also encourage all parents to visit our website or call our schools to find out more about the excellent programs and services we offer to our FNMI students.

Sincerely,

Sarah Heimbecker,
FNMI Lead Teacher



LCS SCHOOL FEE SCHEDULE
2017/2018

Agenda Fee

Agendas are a requirement for each class from Grade 2 – 8. The cost of the agenda is \$7.00 each.

Option Fee

The mandatory fee for option class students from Grade 6 – 8 is \$30.00 per student. (\$15.00 per class.)

Kindergarten to Grade 5 Supply Fee

The teachers in these classes will be purchasing the supplies for your child. The cost is \$40.00 per student. The supply list showing what is not covered by this fee and will therefore still need to be purchased will be sent home near the end of the current school year.

Gr. 4 Music Recorders

Students in grade 4 will need to purchase a recorder. The cost is \$6.00 per student.

I/We agree to pay for the School Fees as follows:

Kindergarten - \$40.00	_____
Gr. 1 - \$40.00	_____
Gr. 2 - \$47.00	_____
Gr. 3 - \$47.00	_____
Gr. 4 - \$53.00	_____
Gr. 5 - \$47.00	_____
Gr. 6 - \$37.00	_____
Gr. 7 - \$37.00	_____
Gr. 8 - \$37.00	_____
Total	\$ _____

Payment options for the above fees.

- _____ Pay by school cash online once fees have been entered in September.

- _____ Cheque that is separate from the society membership and user fees. It can be dated for July 1st.

- _____ Cash included with registration.



LETHBRIDGE CHRISTIAN SCHOOL SOCIETY

"All your children shall be taught by the Lord, and great shall be the peace of your children." Isaiah 54:13

Due to recent Government Regulations regarding emails, we need your permission in order to contact you via email. Please fill out the following and return to the school as soon as possible.

In order to reduce the amount of paper we are using, we will no longer be sending out monthly invoices and receipts. All payments are recorded and receipted in-house, but we will no longer print these receipts on a monthly basis. Should you require a copy of your monthly invoice and/or receipt, we can email that to you.

PLEASE NOTE: Your 2017 Income Tax Receipt will still be printed and sent to you in February!!

Family Name: _____

Student(s) Name(s): _____

Email address: _____

- Please send me monthly invoices by email
- Please send me monthly receipts by email
- Please send me monthly invoices & receipts by regular mail

I hereby give permission for the LCS Society to contact me via my email for the duration of the enrollment of my children at Lethbridge Christian School.

Print Parent Name

Parent Signature

Date _____

If you have any questions, please give me a call at the school 403-320-0677.

Thank you!

Jodie Knott
LCS Society Bookkeeper

**LETHBRIDGE CHRISTIAN SCHOOL SOCIETY
APPLICATION FORM - 2017/2018 SCHOOL YEAR**

Applicant: _____ Co-Applicant: _____

Mailing Address: _____

Home Number: _____ Work Number: _____

1. I/We have carefully examined, and agree with the Doctrinal Statement and Educational Philosophy of Lethbridge Christian School.
2. I/We affirm our loyalty to the aims and ideals of the School and undertake to bring all questions and criticisms directly to those individuals involved so they might be properly considered by those individuals, in an ascending line of authority (Matthew 18).
3. I/We undertake to give of our time, gifts and talents as regularly as possible to meet the expressed needs of the School, to perform services whenever qualified or needed, and to uphold the School constantly in prayer.
4. I/We also recognize the need for fund raising, and fully commit ourselves to participate in fund raising activities.
5. All applications expire on July 1, 2018.

Please indicate your intentions regarding membership by checking the appropriate box.

I/We apply for **membership** in the Lethbridge Christian School Society for the 2017-2018 school year, with the following agreements:

- a) Membership in the L.C.S. Society entitles you to vote at regular and special society meetings and to receive pertinent communiqués from the school.
- b) In full cooperation with the School and to the best of our abilities, I/we will regularly attend all Lethbridge Christian Society meetings, and other functions that require input and participation.
- c) I/We enclose our membership fee of \$30.00 per parent or \$60.00 per couple dated Sept 1, 2017 or the date of application, whichever comes later.
- d) Date of Cheque _____ Amount of Cheque \$ _____
- e) Memberships expire on July 1, 2018.

I/We **do not wish to become members** of the Lethbridge Christian School Society, however we signify our desire to have our child(ren) participate **fully** in the Alternative Christian program at Lethbridge Christian School.

I/We have read this application carefully and agree to its precepts.

Applicant Signature Co-Applicant Signature Date

Application approved on _____, 2017 by the
Board of Directors _____
(signed on Behalf of the Board)

photocopy of this agreement sent to parent(s) on _____, 2017

**FINAL REGISTRATION IS SUBJECT TO ACCOUNT BEING CURRENT
AS OF JUNE 30th, 2017.**

USER FEE SCHEDULE

for

(Family Name)

Because Lethbridge Christian School Society owns the Lethbridge Christian School building and the buses, it is necessary to charge a User Fee to help the Society meet its monthly mortgage and financial obligations. This fee helps cover the costs of Operations, Maintenance, Transportation and Bussing not covered by the Alternative Program Arrangement. Bussing, which the Society is committed to providing, is an integral part of the Society and therefore the costs of bussing are shared among all families.

The Annual User Fee established by the Society is:

1 Student	Grades 1 - 8	\$2,400.00
2 or More Students	Grades 1 - 8	\$3,000.00

I/We hereby promise to pay the annual fee of \$ _____ by means of post-dated cheques to Lethbridge Christian School.

Cheques are to be included with the application and must be received prior to approval.

I/We promise to pay this amount

_____ in one annual payment by Sept. 1, 2017 (cheque included).

_____ in ten equal monthly installments due on or before the 1st of each month (cheques included).

_____ in monthly debit payments made at the school

****Bussing is available at specified pick up points** within the city and in Coaldale. Parents will be notified of the pick-up points and times when the 2017/2018 registration is complete. **Please be aware that we do not do front door pick up. Routing scheduling is subject to change.**

Parent/Guardian Signature _____ Date _____

School Delegate _____

**FINAL REGISTRATION IS SUBJECT TO ACCOUNTS BEING CURRENT
AS OF JUNE 30th, 2017.**

Lethbridge Christian School

Accounts in Arrears

Policy:

The Lethbridge Christian School operates as an Alternative Program within Lethbridge School District #51. The agreement with School District #51 acknowledges that the Lethbridge Christian School Society (LCSS) may collect non-instructional user fees to satisfy its financial responsibilities arising from this agreement.

LCSS's responsibilities include the capital (mortgage) and maintenance of the school building and grounds. The LCSS also operates its own transportation (bussing) service.

To fulfill these financial obligations the LCSS asks families with children attending the school to pledge to pay Building User Fees. These fees are established annually prior to registration for the coming school year. Families are aware of the Building User Fees and commit to them through the registration process. The LCSS is financially reliant on the receipt of these fees. The Society cannot continue to operate the school without receipt of agreed pledges on a timely basis.

While the LCSS Board recognizes that families may experience financial difficulties, the Society must also be good stewards of the funds submitted to them for the operation of the school by families and other donors. The LCSS Board is charged with operating the school in a financially responsible manner and set this policy to aid in the fulfillment of this obligation.

If families are unable or unwilling to pay Building User Fees, fulfilling their commitment made at registration, ancillary services such as bussing will be curtailed until their account is current.

Families with an account in arrears may register their child/children with Lethbridge School District #51 through the Lethbridge Christian School Office for the subsequent school year. However, placement at the Lethbridge Christian School will be contingent on a current account status with the LCSS. If any accounts are not current by May 31st of any year, the Lethbridge School District #51 will be notified of the child/children of families with accounts in arrears with the LCSS. Lethbridge School District #51 will then place these students in other District #51 public schools.

Families with an account in arrears who do not reside within the City of Lethbridge boundaries (Lethbridge School District #51) will be unable to register their child/children for any subsequent school year at the Lethbridge Christian School until their account is brought to a current status.

Qualifying families may apply to the LCSS User Fee Reduction Fund for financial assistance in meeting their pledged obligations. Such User Fee Reduction Funds will reduce the fees due but will not remove the obligation for the family to pay the balance of Building User Fees.

Families with an ability to financially support the school, over and above their user fee pledge, are encouraged to donate to the LCSS User Fee Reduction Program or to sponsor students to aid other families with fewer resources.

Procedure:

1. Families will be provided with a copy of this policy with the annual registration package.
2. The LCSS Bookkeeper will track receipt of Building User Fees and will maintain accurate records on all accounts.
3. Monthly Building User Fees are due in advance on the first calendar day of each school month, therefore, accounts will be considered “in arrears” if the account is not current at any time (i.e. the month’s payment is not fulfilled by the first day of the month).
4. During the first week of each month the LCSS Bookkeeper will prepare letters for the LCSS Treasurer’s signature to be sent to families with accounts in arrears. These families will be asked to bring their account to a current status by paying outstanding fees by the end of the current month. Families will also be provided with another copy of this policy as a reminder of consequences of an account in arrears.
5. When an account is in arrears, other services will not be available for the family until the Building User Fee account is brought to a current status.
6. If any account is in arrears for two months the LCSS Bookkeeper will prepare letters for the LCSS Treasurer’s signature which will be sent advising such families that bus service, if applicable, will be curtailed after the last school day of that month. Bus service will only be available if the account is brought to a current status.
7. There will be no exceptions to this policy except upon recommendation by the LCSS Treasurer and on approval of the LCSS Board.

PLEASE RETAIN FOR YOUR RECORDS