



Lethbridge Christian School

Kindergarten Registration Package

2020 - 2021

This registration package contains the forms & information required to register your children at Lethbridge Christian School (LCS): Kindergarten program

Enclosed in this registration package is the following information:

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

Please Note: When registering you must include

- birth certificate
- all forms
- all required payments

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 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 Sean.Aleric@lethsd.ab.ca

Sincerely,

Sean Aleric
Principal
Lethbridge Christian School

Date _____

2020/2021 Kindergarten 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:

Has the student attended a preschool? Yes ____ No ____

If yes, which one _____

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

Bussing

Our family requires bussing Yes _____ No _____

Our student attends Kingdom Kids and will need bussing from there. Yes _____

****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 2020/2021 registration is complete. **Please be aware that we do not do front door pick up. Routing scheduling is subject to change.**

Date preference **if** two Kindergarten classes are running: ____ Mon/Wed ____ Tues/Thurs

KINDERGARTEN:

Preference:

Tues/Thur Full Days Mon/Wed Full Days

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 Unknown Unspecified

*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 Division: _____

**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)

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

First & Last Name: _____

First & Last Name: _____

Address: _____

Address: _____

City, Postal Code: _____

City, Postal Code: _____

Relationship to Student: _____

Relationship to Student: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cellular Phone: _____

Cellular Phone: _____

E-Mail Address: _____

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

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 Division

20 / Student Registration Package

Student's Name: _____ School: _____ Grade: _____

INSTRUCTIONS

1. Read the Freedom of Information and Protection of Privacy Act information and 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 Division 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 Division 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 Division, 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 Division, 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 Division.

I, _____ the parent/guardian/Independent Student give my consent to receive Commercial Electronic Messages (CEM's) from Lethbridge School Division, its schools and school councils. This consent will remain in effect until I expressly withdraw my consent by notifying the School or Lethbridge School Division.

Signature of Parent/Guardian/Independent Student

Date

Email address: _____

(Please print clearly)

CONSENTS FOR INFORMATION DISCLOSURE

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 Division 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 Division 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.

Students NEW to the School

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

- a photocopy of your birth certificate (if you were born in Canada)
 - a photocopy of your Canadian citizenship status if you were not born in Canada
 - a copy of your most recent report card from last school attended
 - a copy of a document verifying your address
-

Important Freedom of Information for Parents

The personal information requested on this form as part of the school registration process is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP), the *School Act* and its regulations, and the Canadian Charter of Rights and Freedoms, Section 23.

This information will be used for the establishment of a student record, determination of residency, for a school board's obligation to provide students with an education program that meets their needs, to provide a safe and secure school environment and other purposes that relate directly to and are necessary for an operating program or activity, including program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies. Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his/her administration (e.g. research, statistical analysis). This information will be treated in accordance with the privacy protection provisions of the *FOIP Act*.

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 Division 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.



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.

John Chief Calf,
Coordinator of FNMI Education





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 2020 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 - 2020/2021 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, 2021.

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

I/We apply for **membership** in the Lethbridge Christian School Society for the 2020-2021 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 due on the date of registration. Cheque can be post-dated to Sept 1, 2020.

Amount of Cheque \$ _____ Date of Cheque _____

One Time Automatic Withdrawal For Sept. 1, 2020 _____

- d) Memberships expire on July 1, 2021.
- e) Unpaid memberships automatically default to non-member.

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 _____, 2020 by the

Board of Directors _____
(signed on Behalf of the Board)

photocopy of this agreement sent to parent(s) on _____, 2020

**FINAL REGISTRATION IS SUBJECT TO ACCOUNT BEING CURRENT
AS OF JUNE 30th, 2020.**

BUS USER FEE SCHEDULE

for

(Family Name)

Because the Lethbridge Christian School Society owns its own buses, it is necessary to charge a Bus Usage Fee to help cover the costs of Maintenance not covered by the Alternative Program Arrangement.

The Annual Bus User Fee established by the Society is:

Single Kindergarten Student \$500.00 per year

I/We promise to pay this amount

_____ in one annual payment by Sept. 1, 2020 (**CHEQUE INCLUDED**)

_____ in ten equal monthly installments due on or before the 1st of each month (**CHEQUES INCLUDED**)

_____ in one annual debit/credit payment made at the school and due by Sept.1, 2020

_____ in monthly debit/credit installment payments made at the school

_____ by monthly installments made with automatic withdrawal. This option must be renewed annually.

****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 2020/2021 registration is complete. **Please be aware that we do not do front door pick up. Routing scheduling is subject to change.**

Parent/Guardian Signature _____

School Delegate _____

For your information the yearly user fees for Grade 1 – 8 students are as follows

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

LETHBRIDGE CHRISTIAN SCHOOL SOCIETY

Definitions:

In this Agreement:

“I”, “We”, “Our”, “My”, “Me”, “Payor” refers to the person signing This Agreement.

Pre-Authorized Debit (“PAD”) means a Pre-Authorized debit or credit payment item in electronic form drawn or deposited pursuant to this Agreement on my/our account at my/our Financial Institution (“FI”).

Operation:

I/We understand and undertake that:

- (a) this authorization is for the benefit of Lethbridge Christian School Society (“the Company”) and my/our Financial Institution (“FI”) where I/we have my/our account. My/our FI agrees to process credits or debits against my/our account in accordance with the rules of the Canadian Payment Association (“CPA”);
- (b) giving this authorization to the LCS Society is the same as giving it to my/our FI;
- (c) my/our FI is not required to verify that the PAD conforms with my/our authorization;
- (d) my/our FI is not required to verify that the purpose of payment to which this PAD relates has been fulfilled;
- (e) revoking this authorization does not terminate any contract between me/us and the LCS Society. My/Our authorization applies only to the method of payment and has no bearing otherwise on the contract;
- (f) this debit (withdrawal) authorization is for the term of the current school year (September 1 through August 31) and I/we will need to re-authorize the LCS Society each school year.
- (g) this credit (deposit) authorization is for the term of employment with the Lethbridge Christian School Society.

Pre-Notification:

The Company and I/us agree to hereby waive all notification requirements from the Company for variable amount PADs.

I/We authorize the processing of a PAD through my account as detailed below:

Name(s) on Account: _____

Name of BANK: _____

Address of BANK: _____

Phone # of BANK: _____

MICR Field Information (or attach a VOID cheque if possible):

Branch #	Bank#	Account #

Frequency (circle): One-Time Monthly
 Other (Specify): _____

Amount: \$ _____ Withdrawal Date: 1 or 15 or 20

Signature: _____ Date: _____

The Account:

I/We confirm that:

- (a) all persons required to sign on my account with my/our FI have signed this Agreement;
- (b) I/we certify that all of the personal and account information recorded in this Agreement is correct. I/We will inform the LCS Society in writing of any change to such information at least 30 business days prior to the next due date of the PAD.

Dispute and Reimbursement:

I/We have certain recourse rights if any debit does not comply with this Agreement. For example: I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our FI or visit: www.cba.ca.

I/We understand that:

- (a) I/we may dispute a PAD and may claim for reimbursement if:
 - i) the PAD was not drawn in accordance with this Agreement; or
 - ii) the Agreement was revoked; or
 - iii) no Agreement exists between me/us and the purported Payee;
- (b) If I/we are claiming reimbursement, I/we must, within 90 calendar days of the date of posting of a Personal PAD or Funds Transfer PAD or 10 business days in the case of a Business PAD, complete a declaration to my/our FI that I/we have a claim for one of the reasons given in the preceding paragraph;
- (c) In the case where the declared condition is “no Agreement exists between me/us and the purported Payee”, I/we may claim reimbursement within 90 calendar days after the posting date on my/our account statement which shows the improperly processed debit;
- (d) Any claim relating to a PAD which is advanced after the expiry of the time in the preceding paragraph or any Funds Transfer PADs is strictly a matter between me/us and the Company.



Lethbridge Christian School Society
 3 St. James Blvd. N.
 Lethbridge, Alberta T1H 6K6

Phone: (403) 320-0677

Cancellation:

I/We may revoke my/our authorization at any time, subject to providing notice of at least 30 days prior to next debit due date. I/We must advise the Company in writing or by signing the cancellation area below. To obtain a sample cancellation form, or for more information on my right to cancel a PAD agreement, I/we may contact my/our FI or visit www.cba.ca.

Authorization to cancel PAD

NOTE: This PAD Agreement will automatically terminate on August 31 of the current school year. *Do not sign below unless you are cancelling a current agreement.*

I/We **cancel** this PAD Agreement with the LCS Society:

Signature: _____

Date: _____

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