



Summit Learning Centre Educational Resource Allotment K-12

Distributed Learning Policy allows for the provision of third party resources and service allocation up to a maximum amount of \$600.00 per full time student in grades K-12 who are enrolled by September 30th. The provision of these funds is primarily to assist students in meeting curricular outcomes not easily addressed in a home learning model, in particular, Fine Arts and Physical Education, for activities, lesson and fees, in addition to consumable items. There are rules and restrictions for the use of these funds, based on the BC Ministry of Education guidelines and guidelines for Distributed Learning Schools.

Please Note: Allocation of funding to third parties must clearly support the prescribed learning outcomes for the specific subject and grade level, and be listed in the student learning plan that was created by the teacher in consultation with the parent. All expenditures must be pre-approved by the child's teacher and listed in the Student Learning Plan in advance of submitting the Educational Resource Allotment Request Form.

General Guidelines:

Use of the Educational Resource Allotment must fall into 1 of the following 3 categories:

- Services/Lessons provided to meet prescribed learning outcomes in areas such as Physical Education and Fine Arts, to pay for things such as music lessons, a drama program, swimming lessons, soccer registration, etc.
- Consumable resources which have been approved by the teacher as a resource to assist in meeting the prescribed learning outcomes.
- Experiences to assist in meeting the prescribed learning outcomes

Examples of lessons, experiences and consumable purchases:

Lessons and Experiences:

Some examples of lessons paid for using the Educational Resource Allotment funds can include such things as swimming lessons, dance lessons, martial arts lessons, baseball fees, tennis lessons, art class, music class or musical theatre. Experiences can include items such as a pass to the Art Gallery, Science World or a Community Recreation Centre.

Consumables:

Consumables include items that are necessary for the educational program, but are consumable in nature. This would include items such as paper, paint, art supplies, and ink. Any non-consumable item purchased by Summit Learning Centre using the allotment funds becomes the property of Summit Learning Centre and must be returned to Summit at the end of the school year, or upon leaving Summit prior to year end.

When accessing the Education Resource Allotment funds, it is the parent's responsibility to:

1. Collaborate with the teacher during the development of the student learning plan for resources and services to be paid for with the third party resource allocation.
2. Complete and submit all components of the Resource Allocation Request form. Please allow a minimum of two weeks for the processing requests.
3. Distribute Summit Learning Assessment/Feedback forms, as provided by the teacher, to service providers and instructor at the end of a particular program (such as art lessons) or at the end of each term for a yearlong activity (such as piano lessons).
4. Return the completed forms to Summit in order that we have a record of your child's participation and activities.
5. Inform Summit Learning Centre immediately if your child is not going to complete a program for which payment has already been made.

Resource Allotment Request Process: What to do when you want to access your Educational Resource Allotment for lessons, experiences or consumables

- 1) During the completion of the Student Learning Plan consult with the teacher on all lessons, experiences and resources required for purchase using the Educational Resources Allotment.
- 2) Complete the required Educational Resource Request form, and required documents, and submit to the Summit office for approval by your child's teacher. **Please note:** We are unable to process any requests until all required documents have been received at the Summit office as listed on the Educational Resource Allotment Request form.

Please Remember:

- All lessons, experiences, and resources, must be pre-approved by the teacher, and listed in the Student Learning Plan as supporting the prescribed learning outcomes for the subject and grade level.
- Please be advised that an up to date criminal records check is required for all individuals being paid Ministry of Education funds through the third party resource and allotment process in Distributed Learning. It is the responsibility of the vendor to submit a copy of a current Criminal Records check to summitallotment@gmail.com
- We can only pay for a lesson or experiences in 3 month increments.
- **Do not pre-pay for lessons, experiences, or resources in advance, as we are unable to provide reimbursement. All purchases must be paid to the vendor directly by Summit Learning Centre.**
- Please allow a minimum of 2 weeks for processing of all requests and purchases. If a request is submitted with less than 2 weeks until the start of the class or experience, we cannot guarantee processing in time for the start of the event.
- **March 1** is the deadline for accessing the current year's educational resource allotment.

Summit Learning Centre Resource Agreement for Families

The resourcing agreement at Summit addresses two aspects of student Resources:

1. Resources on loan to students from Summit Learning Centre upon completion of the Student Learning Plan. These resources are secured by a \$100.00 text book deposit that is returned at the end of the school year and/or when all loaned resources are returned.
2. Educational Resource Allotment Funds for full time students at Summit.
 - a. Please see detailed description above.

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

____ I have a read and understand the above Educational Resource Allotment Guidelines for Summit Learning Centre.

____ I understand that Summit Learning Centre will provide some resources on loan to support the prescribed outcomes and the Student Learning Plan. I will be required to provide a text book deposit of \$100.00 per child in the form of Master Card, Visa and cash. This will be refunded at the end of the school year when all resources are returned to Summit.

____ I understand that I am required to complete a Student Learning Plan for my child (ren) under the direction of a Summit teacher prior to access of resources from Summit Learning Centre.

____ I understand that access to Educational Resource Allotment, and Summit resources and services, (including internet reimbursement) is contingent upon maintaining my child (ren)'s status as a "Student in Good Standing", as outlined in the Letter of Commitment. This means that student work is being submitted in all subject areas on a regular and ongoing basis, and at a minimum of every two weeks, and that the parent maintains regular and ongoing communication with the teacher on a regular and ongoing basis, and at a minimum of every two weeks.

Parent Name: _____ Parent Signature: _____

Date: _____

Deposit Paid by : _____ Cash _____ Debit _____ Credit _____

Parent Name: _____ Parent Signature: _____

Date: _____