



Policy no. 2006-FR-03:	Policy on School Fees Charged to Parents – Youth Sector
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Approved:	Resolution no.	060628-FR-0232	
Revised:	Resolution no.	CC-150629-FR-0190	CC-160427-FR-0082
		CC-190424-FR-0166	CC-210623-FR-0139
Origin:	Financial Resources		

**NOTE:** *In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.*

## 1.0 Preamble

The purpose of this policy is to provide a framework and establish clear directives with respect to fees charged to parents<sup>1</sup> within the legal framework of the *Education Act* and while respecting the autonomy and responsibilities of the school board, the schools and the governing boards.

## 2.0 Scope

This policy applies to the financial contribution charged to parents for the students of the Sir Wilfrid Laurier School Board in the preschool, elementary and secondary sectors who are residents of Québec or who fall under one of the categories established by section 3.1 of the *Education Act*. This policy therefore does not apply to international students.

## 3.0 Legal Framework

Notably, without limitation:

- 3.1 *Charter of Human Rights and Freedoms* (CQLR, c. C-12)
- 3.2 *Education Act* (CQLR, c. I-13.3)
- 3.3 *Basic school regulation for preschool, elementary and secondary education* (CQLR, c. I-13.3, r. 8) (hereinafter the *Basic School Regulation*)
- 3.4 *Regulation respecting free instructional material and certain financial contributions that may be required* (CQLR c. I-13.3, r. 6.2)

## 4.0 Objectives

- 4.1 To ensure the right to public education and equitable access to educational services.
- 4.2 To maintain fees at the lowest possible level.
- 4.3 To adopt rules and procedures that will ensure transparency for parents in the determination of fees.
- 4.4 To provide for the harmonization of practices in schools.

<sup>1</sup> As defined by section 13 of the *Education Act*.

- 4.5 To define the roles and responsibilities of the school board, the school principal, the governing board, the students and the parents.
- 4.6 To identify the fees that may be charged to parents by the schools or by the school board.

## 5.0 Principles

School fees shall be established based on the following principles:

- 5.1 **Accessibility and equity**  
All students have a right to equal opportunities to access quality, adapted and diversified educational services and related supplies, as well as a right to the lowest possible school fees. Access to free educational services as well as any educational activities organized by the school cannot be limited due to the non-payment of fees or the parents' inability to pay.
- 5.2 **Right to free education**  
All fees charged to parents must respect the *Education Act* and its regulations.
- 5.3 **Transparency**  
School fees must be detailed, justified and reflect actual costs.

## 6.0 General Provisions

- 6.1 The right to free education applies to the following :
  - 6.1.1 All educational services provided by the *Education Act* and the *Basic School Regulation* with the exception of services provided within the scope of special school projects and school activities that the Minister determines by regulation, to the extent and on the conditions provided within said regulation.
  - 6.1.2 All textbooks and other instructional material required for the implementation of programs of activities or for the teaching of programs of studies.
  - 6.1.3 All administrative services and documents, notably:
    - Admission and registration;
    - Opening of a student file pertaining to daycare services, extracurricular activities or other;
    - Delivery of a diploma, certification or attestation provided for in the *Education Act* or the *Basic School Regulation*;
    - Selection, examination (including corrections or a retake exam) and training fees.
  - 6.1.4 No deposits may be charged for textbooks or other instructional material and no fees may be charged for any change in schedules.
  - 6.1.5 Student transportation before the beginning of classes and after the end of classes each school day, with the exceptions outlined in the Transportation Policy.
  - 6.1.6 All material specifically outlined in the *Regulation respecting free instructional material and certain financial contributions that may be required* and detailed in section 8 below as well as the maintenance of said material.
- 6.2 Except documents and material specified in the regulation as outlined in section 6.1.6 and 8.1 of this policy, the right of free use does not extend to documents in which students write, draw or cut out, nor to material for personal use which includes school supplies, such as pencils, erasers and day planners, material for personal organization, such as pencil cases and school bags, and clothing items, such as school uniforms and physical education clothing.
- 6.3 Fees charged must be justified and reflect real costs.
- 6.4 Invoices provided to parents must be detailed and indicate a description of the items with their actual costs.

- 6.5 Invoices must include mandatory fees for all classes or programs, including optional classes or programs such as a special school project.
- 6.6 Fees charged must take into consideration the financial contributions that may be charged for other services.
- 6.7 No financial contribution may be requested for a service, an activity or material that can be financed as provided for in the budgetary rules established by the Ministère de l'Éducation (MEQ). In addition, such financing must be deducted from the required financial contribution amount when this amount covers a portion of the incurred expenses.
- 6.8 Additional financial donations must be invoiced separately and clearly indicated as optional.
- 6.9 No supplier or specific brand may be imposed with reference to material for a student's personal use, other than activity or exercise books.

## **7.0 Responsibilities**

### **7.1 School Board**

- 7.1.1 Adopts, implements and monitors the policy;
- 7.1.2 Consults the management committee;
- 7.1.3 Consults the parents' committee;
- 7.1.4 Respect the competencies of the governing board;
- 7.1.5 Ensures that the provisions of the law are respected.

### **7.2 Principal**

- 7.2.1 Brings the relevant proposals before the Governing Board and consults the latter in accordance with the *Education Act*;
- 7.2.2 Ensures the relevance of the material required;
- 7.2.3 Ensures that at least 80% of the workbooks or activity books are used;
- 7.2.4 Ensures that materials will be limited to what is essential and related to the program of study;
- 7.2.5 Ensures that the maximum annual charge for workbooks, activity books and other consumables are as indicated in Appendix 1;
- 7.2.6 Itemizes all fees and specifies the exact cost of each item, activity or service;
- 7.2.7 Ensures that the school board policy is respected.

### **7.3 Governing Board**

- 7.3.1 Based on the principal's proposal, establishes the principles for determining the cost of the documents in which students write, draw or cut out and the material for personal use required from students. The governing board must take into consideration this policy as well as all other financial contributions that may be required for childcare and transportation;
- 7.3.2 Is consulted on the choice of textbooks and instructional material required for delivering the programs of studies;
- 7.3.3 Based on the principal's proposal, approves any financial contribution requested from the parents for special school projects, activities, supervision costs, documents in which students write, draw or cut out as well as any required material for personal use. Before approving a contribution, the governing board must take into account any other contributions it has approved or that are being proposed.
- 7.3.4 Based on the principal's proposal, approves a list of school supplies which are not provided free of charge;

- 7.3.5 Approves the programming of educational activities proposed by the principal, which entails changes in the students' regular time of arrival and departure or which requires the students to leave school premises.
- 7.3.6 Implements measures to facilitate each student's access to all services, activities or material for which a financial contribution is required.

#### **7.4 Parents**

- 7.4.1 Acquire the material on the supply lists approved by the governing board, in a timely manner;
- 7.4.2 Pay the fees approved by the governing board within the deadlines set by the school.
- 7.4.3 Pay the value of the property placed at the disposal of their child if the latter fails to take care of or return the property.

#### **7.5 Student**

- 7.5.1 Takes good care of the property placed at their disposal and returns it in good condition at the end of the school activities. Pays the value of said property upon failure of this obligation, should the student be of full age.

### **8.0 Material**

#### **8.1 Within the framework of the activity programs and the teaching of programs of studies approved by the Minister and local programs of studies that are not included in a special school project, the following material is provided free of charge:**

- 8.1.1 Tools, machine tools, implements, chemical products and other scientific and technological equipment.
- 8.1.2 Balls, rackets, helmets and other physical education equipment.
- 8.1.3 Paint, pastels, clay and other art supplies.
- 8.1.4 Reeds for wind instruments, flutes and other musical instruments;
- 8.1.5 Novels, storybooks, albums as well as reference books such as dictionaries, grammar books, atlases, guides and encyclopedias, no matter the medium;
- 8.1.6 Photocopied material, reproductions subject to copyright such as partitions and all other reprographic reproductions that replace or supplement a textbook;
- 8.1.7 Solid and geometric form kits, counters, base ten block kits, dice, playing cards and other manipulative material;
- 8.1.8 Modelling clay, wood, plaster and other similar material;
- 8.1.9 Computers, laptops, tablets, technological apps, graphing calculators, head/earphones and other technological tools;
- 8.1.10 Protective helmets, safety glasses, hairnets and other protective equipment;
- 8.1.11 Sensory stimulation material intended in particular for handicapped students and students with social maladjustments or learning disabilities.

## **8.2** **Despite section 8.1, the following material is not provided free of charge:**

- 8.2.1 Workbooks or activity books, including those using a medium based on information technology, and photocopies that students use for writing, drawing and cutting;
- 8.2.2 Notebooks, pads of paper, sleeves, binders and separators;
- 8.2.3 Standard calculators and scientific calculators;
- 8.2.4 Memory sticks;
- 8.2.5 Rulers, protractors, squares, compasses and other geometry tools;
- 8.2.6 Highlighters, markers, pens, coloured pencils, pencil sharpeners, scissors and glue;
- 8.2.7 Running shoes, dancewear and shoes, lab coats, aprons or shirts to protect clothing;
- 8.2.8 Uniforms, boots and other types of clothing required in vocational training;
- 8.2.9 Towels and blankets for rest periods;
- 8.2.10 Locks.

Items that are not specific to a particular grade level or course such as data storage devices and uniform items that have been previously purchased and can be reused by the student are not required to be repurchased.

The right to free use does not apply to specialized material specifically required for carrying out a special school project or for maintaining material.

## **9.0** **Noon-hour supervision**

- 9.1 The school board is required to ensure, in the manner agreed upon with the governing boards, the supervision of the students who stay at school, whether or not transportation is provided at noon.
- 9.2 The governing board is responsible for establishing the organization of services offered and determining fees charged.
- 9.3 Charges for this supervision shall be reasonable and based on actual costs.
- 9.4 Fees may only be charged to students who stay at school during lunch time.
- 9.5 Parents must be informed of services offered.
- 9.6 All maximum amounts as they may be established by the MEQ must be respected.

## **10.0** **Daycare**

- 10.1 At the request of the governing board of a school, the school board must provide childcare for preschool and elementary school students.
- 10.2 When registering, parents must be provided with a detail of the services offered, including hours of operations and costs.

## **11.0** **Community Services**

- 11.1 The governing board may organize educational services other than those prescribed by the *Basic School Regulation*, including instructional services outside teaching periods during the school days of the school calendar or on non-school days, and may organize social, cultural or sports services.
- 11.2 The governing board may contract with an outside body for the provision of goods and services and may charge a fee to students who choose to use these services.

## **12.0** **Activities**

- 12.1 Fees may be charged for:

- Activities held off school grounds, including related transportation costs (e.g., field trips, tournaments, etc.);
  - Activities offered with the participation of external service providers who are not employees of the school board (e.g., special guests, professional theatre plays, organizations offering a service, etc.).
- 12.2 Parents must be provided with a detailed invoice.
- 12.3 Fees charged must be kept to a minimum, be reasonable and reflect the actual costs incurred.
- 12.4 The Field Trip Policy must be respected.
- 12.5 The school must ensure that no student who demonstrates interest in an educational activity be excluded because of a lack of funds.

### 13.0 Transportation

- 13.1 As per section 292 of the *Education Act* and the Transportation Policy, student transportation must be provided free of charge before the beginning of classes and after the end of classes each school day with the exceptions outlined in the Transportation Policy.
- 13.2 Where transportation is provided under a contract with a public transit authority, the school board may claim from the student that portion of the cost of the transportation pass which corresponds to the service in addition to the service before the beginning of classes and after the end of classes each day.

### 14.0 Special Projects

- 14.1 The definition of “special projects” is outlined in the *Regulation respecting free instructional material and certain financial contributions that may be required*. Such special projects must be approved by the governing board and may consist of:
- (1) sport-study programs recognized by the Minister;
  - (2) arts-study programs recognized by the Minister;
  - (3) programs recognized by Baccalauréat International;
  - (4) Concentration or Profile-type projects, that is, those intended to meet the student’s interests by activities or one or many local programs of studies and school interventions related to the field of activity specifically covered by the project.
- 14.2 Fees may be charged for the above-listed programs as follows:
- (1) certification by an outside body required for the carrying out of the project.
  - (2) issuance, to the student, of a certificate from an outside body within the scope of the project;
  - (3) the school coordination work required to implement the project;
  - (4) the participation of a coach or other specialist not acting as a teacher in a study program;
  - (5) the renting of a sports facility or of premises required for project implementation.

The cost of specialized material specifically required for carrying out a special school project and the maintenance of such material can be charged.

Except for schools established under section 240 of the *Education Act*, schools may only require a financial contribution for special school projects if they also offer the choice of an educational pathway exempt from such contribution.

- 14.3 Participation in these programs must be optional.
- 14.4 Fees may be charged only to students who choose to use the service.
- 14.5 Fees must be reasonable and not exceed the actual cost.

## **15.0 Supply Lists**

Each school will use the School Supply List Tool (SSLT) to establish its supply lists for students while respecting the principles and objectives outline herein. All supply lists will be published on the school website via the SSLT.

## **16.0 Collection of School Fees**

Each school will follow the established procedures to collect school fees in an efficient and effective manner.

## **17.0 Appendix**

The appendix 1 is not an integral part of this policy and may be subject to change by resolution of Council.

## APPENDIX 1

### SPECIFICATIONS FOR CHARGES

All charges listed below are annual (school year) unless otherwise specified.

Workbooks, activity books and photocopying costs: (Maximums)

Elementary	\$200
Secondary	\$325

Ratio for supervision:

Due to differences in size and physical organization, each school shall determine a ratio based on its own specific needs and particular circumstances. Costs must be kept as low as reasonably possible