

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.

Registration for the subsequent school year will not be accepted by families with an account in arrears. All user fee accounts should be paid in full by June 30.

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. Applications will be reviewed when received, and a reduction in User Fees will not be retroactive.

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. Building User Fees are an annual pledge, but can be paid in 10 monthly payments, due the first 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 letters from the LCSS Board of Directors will 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 more than two months, a letter from the LCSS Board of Directors 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 resume once the account is brought to 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