



Yellowhead Koinonia Christian School

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Home School Reimbursement Guide

Yellowhead Koinonia Christian School will provide \$800.00/student for Traditional Home Schooling if registered before September 30 and when an educational plan is in place. Consistent with the Home Education Regulation, this is equal to half of the funding Yellowhead Koinonia Christian School receives from Alberta Education for traditional homeschool students. The other half of the funding goes towards: paying our homeschool facilitators, administration of homeschoolers, and to offset free access of our building and services as outlined in the YKCS Home School Policy.

What We will reimburse parents who provide us with original receipts for:

- Learning resources related to the home education program, including:
 - Textbooks, workbooks
 - Resource books, extra reading books, videos, instructional audio tapes (related to curriculum)
 - Educational software or online subscriptions
 - Computer/Laptop for educational purposes (up to 25% of yearly Reimbursement limit per child)
 - Equipment such as a microscope, physical education apparatus, musical instruments, etc.
 - Consumable materials needed to construct projects that are clearly part of the learning program (eg. play-dough, plasticine, clay, glue, Lego, wood, fabric, science projects, crafts, etc.)
 - Educational games and gaming consoles
 - Sports equipment
- Photocopying costs
- Admission fees to conferences, museums, concerts, plays, etc.
- Lessons, including:
 - Group swimming classes, art classes, dance classes, language classes
 - Individual private lessons
 - Fees paid to a tutor
- Membership fees (library, support group, Alberta Home Education Association).

Please note: Any shipping, exchange, or tax incurred in purchasing materials is part of the cost of the items, and can therefore be submitted for reimbursement. Receipts must be original, not photocopies. In order to be reimbursed for American exchange, official documentation showing the Canadian amount that was actually paid (copy of credit card statement, money order form) should be included with the original receipt.

What Yellowhead Koinonia Christian School cannot reimburse parents for:

- travel costs, including gas, meals and accommodation
- food stuffs (excepting special ingredients for a home economics course - please send a letter with the receipt stating its use)
- non-educational videos and DVDs
- video or computer games
- large farm animals
- clothing
- grad or other school photographs

Commonly Asked Questions

Why do we need receipts? Why can't Yellowhead Koinonia Christian School just give us the money?

If Yellowhead Koinonia Christian School were to simply give parent's money, that amount would be considered by Revenue to be income received by the parents and it would be taxable. Instead, Yellowhead Koinonia Christian School either buys the resources directly (via a purchase order) or reimburses the parents for purchasing the resources on Yellowhead Koinonia Christian School's behalf.

Why must I send in original receipts?

The policy of Revenue is to only accept original receipts for reimbursement. During an audit, they require to see those receipts.

What if I need my computer receipt back for warranty purposes?

If you happen to need a receipt back for some reason, we can send it back to you, and just request that you send it back to us when you are done with it. Otherwise, an adjustment can be made to the file and the receipt can be permanently removed.

Do resources belong to us or do we have to return them to Yellowhead Koinonia Christian School?

According to Alberta Learning, all resources are the property of the school administration to dispose of as the board sees fit. Yellowhead Koinonia Christian School has the option of retaining these resources or turning them over to the parents. Yellowhead Koinonia Christian School's policy is examine the resource to see if it is beneficial to add to the Homes School Library kept at the school before allowing parents to retain resources for which they have received reimbursement from the school.

How old can receipts be and still be accepted? I have some receipts from last summer... can I still send these in?

Our head office requires that all receipts be submitted within 45 days of purchase which would require you to submit your receipts monthly to our office. We realize that this is not realistic for home school families that want to purchase items for next year's schooling in April/May at the home school conferences, etc. so please submit these receipts by May 31st if you still have funding left or save them and submit them in October for your next year's funding, we will make exception to the 45 day policy for summer purchases.

Why does Yellowhead Koinonia Christian School wait until October to pay for our resources?

Each fall, Alberta Learning provides Yellowhead Koinonia Christian School with the first funding installment in early October. Until this funding arrives, we are not in a position to pay for resources for our families.

My friend told me I should only buy 'consumable' products like lessons and pens and paper, because you can take other things (like textbooks and computers) back at the end of the year, or if I leave your board. Is this true?

Yellowhead Koinonia Christian School does not give reimbursement for "consumable" costs. While YKCS asks that you check with us when you are finally finished with an educational resource (to help develop the school's homeschool library), that only applies to resources that families were fully reimbursed for. For example, the school has no interest in a computer or other resource that was paid in part by the families own money. If you have any questions, or are unsure as to the acceptability of a receipt, please contact the school office.

Dates & Deadlines

Yellowhead Koinonia Christian School will reimburse receipts on a monthly basis (within 45 days of purchase). Receipts for the current school year may not be turned in past the final day of classes at YKCS. Receipts for items purchased in July or August can be turned in after September first and will go against the reimbursement limit of the following year. Reimbursement is not available until an educational plan has been filled out and signed off by a YKCS home school facilitator.

Please note that we adhere quite strictly to our financial schedule of deadlines. Certain rules and deadlines are imposed upon Yellowhead Koinonia Christian School by outside sources. For example, we are audited by Canada Revenue, who requires that we have original bills and receipts on hand for each and every transaction.

How to Use Your Funding:

Please send receipts to us monthly from October up to May 31st. When we receive and process your receipts, you will receive a cheque for the receipt amount (up to the amount of funding you have available at that time, provided you have no outstanding purchase order numbers). The only receipt deadline is the end of year deadline of the final day of classes at YKCS. To send your receipts to us, please print off our Reimbursement Form, fill it in, and mail it to us with your original receipts.

Funding Deadlines in brief:

September 30:	Registration with YKCS Home School and completion of educational plan for the year by this date to be eligible for funding.
October 1 st :	Receipts for curriculum and resources may begin to be submitted.
May 31 st :	Date for receipts to be submitted is May 31 st of the current school year

Reimbursement Form & Receipt Instructions:

Our Reimbursement Form needs to be filled in and printed off, sent to us along with original receipts. Following are some things you need to know before filling in the form. In order for Yellowhead Koinonia Christian School to reimburse expenses incurred for home education, a few things are necessary:

ORIGINAL receipts must be sent to the Yellowhead Koinonia Christian School office. Photocopies are not acceptable even when it is desirable to keep the original for warranty purposes, as in the case of a computer. We keep all receipts on file, and in the case of a warranty issue, arrangements can be made to return the original receipt to you.

The receipts must be for expenses that were incurred for the home education of your children with Yellowhead Koinonia Christian School. Acceptable expenses include books, music lessons, sports and physical education, computers, educational software, museum admission (including family passes), and conference fees. Alberta Education states that transportation, food and accommodation are not acceptable expenses. If the educational nature of your purchase is not self-evident, please attach a written explanation of how the purchase fits into your education program plan.

If there are additional purchases on your receipt that you do not want to claim, cross them off.

Please separate any textbooks/books/workbooks and list the Total & GST in the appropriate columns. Add up the "PRICE" and "GST" columns and write the sum in the "Total" Column and write the total of GST & Total at the bottom of the columns. There is an Excel spreadsheet that does all this for you if you choose to use it.

If you have more receipts than will fit on a single form, please fill out another form, but total each form separately.

Please note:

If you are claiming receipts with either no GST, with PST or other tax, or using foreign currencies (eg: purchased from the US), please ensure that these instances are made clear to us.

Also, if you run out of space with one page, you can print and start another one. Just add the totals together, and we will check it all when we receive the form at the office. Thank you!