

QUESTIONS AND CONCERNS

Any question about a child's progress should be directed to the classroom staff; questions regarding the program of the school should be directed to the principal; questions and concerns about the business administration of the school should be directed to the Board of Directors, in writing, through the President. All parents are welcome to attend meetings of the Board of Directors upon reasonable notice to the Board. Board Meetings are held once a month.

BOARD INFORMATION

There are from five to nine Board Members every year, made up from **parent and outside volunteers**. Elections are held at the Annual General Meeting, date to be determined. Board positions are: **President, Past-President, Vice-President, Secretary, Treasurer and Directors**.

A notice indicating the names of the Board Members for the up-coming year will be sent home early in September for your information.

Please note that copies of the Society's Constitution and By-Laws are on file at the school, and are available upon request.

BURSARY POLICY

Bursary applications are available to families requiring financial assistance for fees.

Applicants must re-apply each year.

Bursary applicants will remain anonymous to everyone but the committee, to ensure a fair and impartial review of the application.

The Bursary Committee will consist of three people, the School Principal, the Enrollment Co-ordinator and the school's Administrative Assistant. The Committee will meet at least once annually, in April and on an ad hoc basis during the year, to review applications and grant bursaries. Decisions will be based on each family's individual situation, with those most in need receiving the highest priority. The decision of the committee is final, and will be delivered in writing to the applicants.

CHEQUE, CREDIT CARD AND CHILD CARE SUBSIDY POLICIES

There will be a minimum charge of \$25.00 for each NSF cheque written to the school.

Credit card information must be kept current.

Parents are responsible for applying for and renewing Child Care Subsidies in a timely manner to avoid payment delay.

ARREARS IN FEE PAYMENTS

If for any reason a payment is missed, it is imperative that the school is contacted as soon as possible to make alternate arrangements. Without a repayment plan, arrears in payment will result in the forfeiture of that child's spot in the IMHS program and the child will not be able to continue attending the school. We sincerely hope that this will not occur.

TAX RECEIPTS

Island Montessori House Society is registered with Revenue Canada as a "charitable organization". This designation formally recognizes our status as a non-profit society and our role in advancing education in our community. We have been given a charitable registration number (10751-6387 RR0001) which allows us to issue tax receipts for donations to the school. The benefit to you is that you can receive a tax credit for any financial donation or gift and use this in computing taxable income.

Please note that tax receipts for fees are issued annually prior to the end of February and may be used for income tax purposes (by those who qualify).