

 <p> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<h2 style="text-align: center;">Assessment of Educational Experiences Fee</h2>
<p style="text-align: center;">ADMINISTRATIVE PROTOCOL</p>	<p style="text-align: center;">Supporting Policy JJD/JQ</p>

This protocol provides direction to Principals and Vice-Principals regarding the collection and use of the Educational Experiences Fee.

To respect the site-based decisions that Principals will make, the Division intends to be flexible in how this fee is spent. Also, due to the 2020 COVID-19 pandemic, some educational practices may have shifted; therefore, this fee and its intent have shifted from previous years.

Intention

- To cover the cost that you would otherwise have parents pay separately throughout the year.
- To cover the cost of traditional school supplies that parents would have previously had to purchase from a school generated list.
- To pay for online learning experiences that enhance academic delivery. These online resources are intended to cover yearly subscriptions and students use to enhance learning.
- To pay for classroom-based consumables that need to be replaced on a yearly basis.

Collection of Fee

- A fee of \$40 per K-8 student, will be collected from parents/guardians at the beginning of the school year. (\$20.00 for half day K)
- School secretary deposits funds into School Based Funds account #U554 and transfers to divisional Standardized School Supplies account.

Ordering Consideration

- Schools are encouraged to order as needed rather than carrying inventories that may expire or become outdated.
- Principals will determine how this will be organized at each school.
- Orders for the beginning of next school year must be placed by **June 12** to ensure delivery over the summer. Future orders may be made at any time during next school year as required.

Budget and Purchasing Process

- A divisional budget will be provided to each school based on projected enrolment in April of the previous year and adjusted based on actual enrolments as of September 30th.
- The division has negotiated preferential tendered pricing for traditional school supplies with its suppliers based on the large quantities purchased. The supplies are of high quality, can be ordered to meet the specific requirements of the classroom teacher, and consider sustainable procurement practices. Therefore, personal shopping for these items is not required.
- [Tendered supply lists](#) are available on the LRSD portal and can be downloaded in PDF and Excel formats for easy searching and summarizing.
- Specialty items that are not tendered and cannot be sourced by the Purchasing Department may be purchased by staff and reimbursed.

- School secretaries will enter orders in the accounting system and code as follows:
GL Account No: 17110
Program: 55400
Function: 120 (English) or 170 (French Immersion)
Budget Centre: 0xx (your school)
Identifier: None
- Deliveries to be made to the school in a central receiving area, secretaries to organize by classroom for pickup by the classroom teacher – note that Supreme Office Supplies will ship items bundled by classroom at no additional charge.

Traditional School Supply Distribution

- Schools are encouraged to consider a general supply room where all teachers may access required supplies.
- Teachers may pick up supplies, bring to classroom or central storage location, and distribute necessary items to students as required.