



Edgewater Home and School Association

“Working together for our kids”



220 Cardinal-Leger, Pincourt, Qc. J7V 3Y5 Tel.: (514) 453-4534

Edgewater Policies – Reprinted September 28th, 2016

Edgewater Home & School Association: Graduation Committee Funds

(Amended May 4, 2016)

Home and School shall reserve a minimum of \$800.00 per year to be applied to the Graduation Committee expenses. Any amount requested which exceeds the years allocated amount (which must be above \$800) must be voted on by Home and School members. A written request for funds must be submitted to the Home and School President, and a copy of this request must be given to the Home and School Staff Representative 75 days prior to the graduation event.

Edgewater Home & School Association: Concerning Charitable Donations to outside organizations

(Accepted November 2005)

Funds raised by H&S are to be used for the benefit of our children and to assist them in their schooling. H&S, as an organization, relies on fundraising in our school community to be able to provide for our children those things that we feel are lacking. We are a group of concerned individuals from parents to teachers to staff to community members. In the past, various outside organizations have approached H&S with requests for donations, or for help in their fundraising. We have an organization in place for collecting money, which means our small individual contributions add together to make an amount of which our children can be proud. It is an important facet of our children's education that they learn to be generous and share with others. Hat Days are a fun way in which our children can learn these values. In view of this, H&S proposes that we use our Hat Days to support certain outside organizations from time to time, using the following guidelines:

1. All requests for funds will be voted on by H&S members at our monthly meetings.
2. The destination of any fundraising for groups outside of H&S will be clearly stated in *ADVANCE* of collecting any funds, so that the community feels free to contribute or not.

Amended – Aug 2015 – H&S has relinquished “Hat days” to the school. If the teachers no longer wish to use these days, then H&S can take them back in the future.

Edgewater Home & School Association: Fundraising Policy

(Accepted October 17, 2006)

Before sending actual fundraising products home, H&S will communicate with parents, via H&S Newsletter or a dedicated letter, that they may opt out of a given fundraiser by contacting the fundraising coordinator by a certain date. This will allow for less lost product, as well as avoid sending home products to families where allergies are of concern. H&S will have discretion as to which families receive product.



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Edgewater Home & School Association: Petty Cash Budget Policy

(Accepted January 23, 2007)

A budget of minimum of \$250.00 shall be made available each year for misc. expenses incurred by the H&S.

Examples of such expenses are but not limited to: Corporate plaque engraving, treasurer's supplies and office supplies.

Any single item expense exceeding \$50.00 needs approval by the members before purchase of reimbursement.

All expenses shall be reported in a clear running record by the treasurer and presented to members in the financial report each month.

Edgewater Home & School Association: Members Discounts Policy

(Accepted May 2008)

Registered H&S Members will receive discounts for selected H&S activities, provided their membership registration has been submitted before or on the date of said activity. Those who pay the discounted fee without being members will be notified so they may either send in the membership forms and payment, or pay the appropriate fee for the activity. When enrollment for an activity is limited, those who have not filled out all required forms will have those forms returned and may lose their place in line.

Amended Aug 2015- This policy is effect if H&S offers lunch time or after school activities.

Edgewater Home & School Association: QFHSA Fall Conference Funds

(Accepted May 2008)

Each year, Edgewater H&S will pay for three H&S members to take part in the QFHSA Fall Conference. If additional members wish to go, it will be voted on at the time.

Edgewater Home & School Association: QFHSA Awards & Awards Dinner

(Accepted May 2008)

Each year, Edgewater Home & School will vote on one Golden Torch recipient and one Unsung Hero recipient. Edgewater H&S will pay the fee for the awards as asked for by the QFHSA and will also pay the fee for both recipients to attend the Awards Dinner. In the event of a tie, H&S will support all recipients.

Edgewater Home & School Association: QFHSA May AGM

(Accepted May 2008)

Each year, Edgewater H&S will pay for 3 voting delegates to attend the QFHSA May AGM. In the event that membership numbers allow additional voting delegates to attend, Edgewater H&S will pay for the additional voting delegate(s).



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Edgewater Home & School Association: NSF Policy

(Accepted May 2011)

1. It is the Treasurer's responsibility to immediately notify the coordinator in charge of the event or service for which payment was received (e.g. Pizza Day, Subway Day, fundraiser, etc.) that a cheque has been returned NSF.
2. The coordinator should contact the issuer (via email wherever possible) of the NSF cheque as soon as possible to request a replacement cheque or cash. This way the coordinator is always aware of who has/has not paid. Coordinator will notify Treasurer and President once this has taken place. Notice must include the following:
 - _ Issuer of cheque will be given seven (7 days) to replace the NSF cheque, and must add the additional NSF fee (current rate).
 - _ After seven (7) days, said service or event will be deemed "unpaid" and the respective student(s) will not have a right to the service or event.
 - _ If two (2) or more NSF payments are received, Home & School reserves the right to notify payee that only cash payments will be accepted for the remainder of the school year and /or the following year at the discretion of the Executive. These families will be added to a H&S "Watch list".

REVISION MAY 2012

Home & School reserves the right (by Executive vote) to absorb the cost of the NSF cheque where it deems fit.

REVISION AUGUST 2015

1. Edgewater H&S commits to cashing a cheque within 30 days of receipt.
2. Edgewater H&S has a list of outstanding payments (Fundraising, NSF payments etc) known as the "Black list". If a family is on the blacklist, the child(ren) are no longer entitled to participate in ANY H&S run events (including but not exclusive to Pizza days, subway days, dances, movie nights, pre orders/discounts for events such as Open House Pizza Party etc. Once the family has paid the outstanding debt, the child(ren) are removed and can participate ** Depending on the nature of the debt the family may remain on the "watch list" and be allowed cash payment only.

Edgewater Home & School Association: Pizza for Identified Families

(Amended September 2016)

Each year, Edgewater Home & School will pay for the Pizza (2 slices of Pizza per child per month) for those families as identified by the school to a maximum of ten (10). Home & School reserves the right (by Executive vote) to increase the number of families if needed.



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Edgewater Home & School Association: Funds for Daycare

(Accepted May 4, 2016)

Considering Daycare is a revenue generating entity operated by the LBPSB, and therefore has the means to acquire or request additional funding from the board. Our mission specifically states our funds should go towards the entire school body; daycare does not meet this criteria.

This policy states that Home and School shall not distribute funds for daycare specific requests.

Edgewater Home & School Association: Button Machine

(Accepted May 4, 2016)

In the event that we lend the H&S button machine to outside organizations, they will be charged \$0.30 per button. This is cost of materials as well as lost/ruined product.

Edgewater Home & School Association: Teacher classroom allocations

(Accepted May 9, 2017)

The class allocation is to be spent no later than March 30th of the fiscal year in which it was allocated. However if the intent is it to be used after that date, then details of such may be remitted no later than March 30th. The expectation of the Home and School Association is that the funds allocated to each homeroom and department benefit the students of the current year. We as a Home and School reserve the right to remove unused funds if this expectation is not being met.