

## SUBSIDY POLICY

### THE COOPERATIVE NURSERY SCHOOL OF ALMONTE

*The goal of this policy is to ensure that subsidies are available for those families who need a subsidy to enable their child(ren) to attend the nursery school. It is meant to help guide board members who are responsible for approving subsidy applications, as well as to give some direction to families inquiring about the subsidy.*

1. Families with household incomes of less than \$60,000 per year may apply for tuition subsidies through the Almonte Cooperative Nursery School.
2. The Vice President may consider applications from families with incomes over \$60,000 per year, but only if there **extenuating circumstances, such as separation/divorce, illness, or temporary job loss. Such applications will be considered on a case-by-case basis in the discretion of the Vice President.**
3. If the household income is lower than \$20,000 and both parents are working or going to school full time (or it's a single parent who is employed), they must apply to County first because they may be eligible for a provincial subsidy.
4. If the household income is lower than \$20,000 and one parent stays home, they can apply to the nursery school right away without applying to County.
5. If the household income is between \$20,000 and \$60,000, they can apply to the nursery school right away without applying to County.
6. The applicants must provide proof of their household income in the form of last year's Notices of Assessment for both parents and/or their pay stubs or EI stubs. The documents provided must be sufficient to establish the family income.
7. References are not required.
8. Subsidies are granted at the sole discretion of the Vice President, in consultation with the President and bookkeeper as required.
9. At the discretion of the Vice President, the application may be discussed with the Executive on a confidential, no-names basis for the sole purpose of determining its eligibility.
10. To the best extent possible, teachers at the ACNS shall not be made aware of the identities of families applying for or receiving subsidies.
11. The Treasurer and bookkeeper will be made aware of the names for administrative purposes.
12. Applicants should be able to access the application through the ACNS website, and apply directly to the Vice President through e-mail or in person. The Treasurer should also be able to provide interested families with the application, but all applications must be given to the Vice President for consideration.
13. Students receiving a subsidy must not be absent for more than one day a month, unless the absences are due to illness. If a student is absent for more than three days in one month due to illness, a doctor's note may be required. A subsidy may be revoked if a student is frequently absent without cause. This decision will be made by the President, Vice President and Treasurer. Parents will receive a written warning prior to losing their subsidy.