



Northern Home Education Centre Handbook



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1. NORTHERN HOME EDUCATION CENTRE CALENDAR

Northern Home Education Centre Calendar

Spring (April to June)

1. Renewals/New Registrations are filled out and signed by parents.
 - a. Renewals are mailed out to families.
 - b. New Registrations can be done at the Collegiate schools in La Crete or High Level.
2. NHEC sends out an acceptance letter to families as per Home Education Regulations. *Included will be numeracy and literacy grade level outcomes checklists by grade level.*
4. Program Plans are completed by the parents/guardians. This process can be completed online via a link or in person with an NHEC Teacher Facilitator.
5. When *one* and *three* are complete, families have access to their child's Home Education Grant. Please refer to Section 3 and 4 of this handbook for guidelines regarding spending. Please refer to Section 5 for details on how to submit a claim.
5. A Spring Curriculum Sharing Event will be hosted in La Crete. We encourage our families to sign up and share all the wonderful things they are doing!
6. Info will be shared about the Spring AHEA conference in May. <https://www.aheaonline.com/events/>

Summer (June to August)

- NHEC realizes the flexibility that Home Schooling provides therefore June-August are considered flex months. Learning opportunities can happen outside the traditional school calendar.
- During these flex months educational materials and lessons can be claimed, so long as they have been declared in the Program Plan.
- Summer Office hours will be shared with families for registration and receipts.

Fall (August to November)

- Teacher Facilitator Appointments begin the last week of August.
- In person meetings are scheduled with families and the Teacher Facilitator to review their Education Program Plan, make any changes and support families with resources and strategies.
- The NHEC Fall Activity Calendar is shared. Links to sign up will be included in a weekly newsletter.

Winter (January to April)

- As per the Home Education Regulations a second meeting shall be held to support families with their programming.
 - In preparation for this meeting, please bring *dated work samples, pictures of activities or other evidence of learning* to help guide planning, resources and support.
 - Transition Planning for Grade 9s moving into High School and High School Graduates interested in Post Secondary training.
 - The NHEC Winter Activity Calendar is shared. Links to sign up will be included in a weekly newsletter.

**Please note that additional appointments can be made to work with an NHEC Teacher Facilitator.*

2. RENEWALS & NEW REGISTRATIONS

Renewals & new registrations begin on May 1st of each year. Renewals should be submitted & confirmed no later than the last day of the FVSD school year. Families should confirm that all information found on the renewal forms is accurate & correct so that we may keep our demographics updated.

New Registration deadline is the last Monday of September each year.

Birth Certificates or other proof of Canadian Citizenship must be provided at the time of registration before they may proceed with creating their Program Plans & opening their budget. Passports & Permanent Residency Cards are acceptable but updated copies must be provided when they expire.

3. LATE REGISTRATIONS

Registrations that occur after September 30th will only have access to funding for core curriculum purchases, will not receive a payout on their budget, and any remaining budget will not carry forward to the next school year. Alberta Education allocates funding based on registrations on September 30th of that school year. However, we understand that sometimes families may be new to the community, or have made the decision to switch to homeschooling from public school which is why we still allow late registrations with a budget cap.

4. EDUCATION PROGRAM PLAN (EPP)

After completing & signing registration/renewal forms, parents will receive an email to complete their Education Program Plan. A link will be shared and it will give them access to an easy to fill out form. After this is completed, they will be contacted to arrange an appointment with our Teacher Facilitator to go over your EPP to ensure nothing is missed and they will then sign it. This document is shared with Alberta Education.

If a family does not have an email address, we will simply book an appointment for them with our Teacher Facilitator to create their Education Program Plan(s). They should plan to spend about 15-20 minutes per child in creating each EPP.

What is an Education Program Plan (EPP)?

An Education Program Plan is basically an official document in which you state what you are planning to teach your child(ren) for the year. This can include, but is not limited to, the following; Math, Language Arts, Science, Social Studies, Art, Music, Physical Education, Woodworking, Dance, etc.

The EPP must be completed prior to accessing funding. This ensures that all bases are covered when it comes to knowing how to allocate your budget for the year. What you are permitted to receive reimbursement for hinges on what you have stated in your EPP.

**QUICK
TIP**

Rather to dream up every possible thing you might teach your child and include that in your EPP than forget and not be eligible for reimbursements later.

For example, if you plan to have your child take Ballet, indicate that in your EPP so that you may seek reimbursement for the Ballet tuition. Another example would be wanting to teach your 14 year old how to sew. You should indicate this in your EPP and then you are able to purchase a sewing machine & other supplies for your child and claim reimbursement. If this is not indicated in your EPP, we may not issue reimbursement for such a purchase. **Refer to section five for reimbursement information.*

A fair amount of thought should be put into what you plan to teach your children throughout the year. If you require assistance in doing this, you may contact our office to arrange a meeting & a cup of coffee with our Teacher Facilitator.

5. TRADITIONAL VS. SHARED RESPONSIBILITY (BLENDED) HOMESCHOOLING

When completing your registrations, you will make the choice to either pursue traditional homeschooling, or shared responsibility (known as our Blended Program).

Traditional – follows the basic homeschool outcomes that are worked on with family from kindergarten to Grade 12. A yearly Education Program Plan is developed by the parents. Parents purchase their choice of curriculum and participate in 2 Facilitator Meetings per year (fall & spring) to access any supports they may need, as stated in the *Alberta Home Education Handbook*.

Shared Responsibility (Blended) – Parents choose 1-3 courses to follow the Alberta Curriculum. NHEC purchases curriculum for the course(s). Parents have multiple options to choose from for curriculum, including ones with a Christian view. Students complete Unit Tests and Benchmarks in our office with the Teacher Facilitator, approximately

every 3 months. Subject/topic workshops and support are available for parents monthly. Parents participate in spring facilitator meetings and complete a student Education Program Plan.

6. FUNDING

You will receive **\$901** for each child in Grades 1 - 12. For children in Kindergarten, you will receive half funding, which is **\$450.50**. You have access to your funding as soon as your renewal/registration forms are signed AND your EPP has been submitted.

7. REIMBURSEMENT RECOMMENDATIONS & BIG TICKET ITEMS

As a general rule of thumb, 50% of each child's budget should be used for core curriculum & resources (this includes paper & ink if you print your child's curriculum), and the remaining 50% may be used for cross-curricular items such as;

Physical Education Equipment (basketball hoops, bikes, skates, volleyball nets, sport balls, sports gear/equipment, hockey sticks, croquet, etc)
Home Economics equipment & supplies (mixers, pots/pans, ingredients, sewing machines, incubators)
Electronics (printers, tablets, laptops, cameras)
Musical Instruments (guitars, pianos, cellos, violins, drums, etc)
Extra-Curricular Lessons (swim, art, music, riding, dance, pottery, hockey, figure skating, woodworking, leather making, etc)
Tangible learning resources/toys (legos, magnetic tiles, card/board games, 3D printer pen, etc)

*** Note that we do not do reimbursements for trampolines or zip lines as it is an insurance issue ***

Tangible Science materials, such as microscopes, are part of core Science Curriculum

Please feel free to discuss these purchases with us prior to paying for them so that you may know if it will be approved for reimbursement and how much will be reimbursed. You may also refer to the Standards for Home Education Reimbursement document.

When purchasing materials for homeschooling, be sure to keep the original receipt and bring it into our office. **Receipts must include:**

- **Name of Store**
- **Date of Purchase**
- **A detailed list of items purchased**
- **Total price paid**

NHEC needs the actual **Purchase Receipt**, NOT the payment receipt (such as the receipt generated by a debit machine). Some stores, such as Country Variety Store, Buffalo Head Co-op, Goods Galore, and the Dollar Store in High Level do not generate adequate receipts for reimbursement claims. In these cases, kindly ask them to write out a receipt for you including all the above information. Goods Galore & Country Variety Store and very used to doing this for our homeschool families.

For online purchases, please forward the receipt you receive to NHECfinance@fvsd.ab.ca. The same criteria listed above are needed in these receipts.

Amazon does not provide receipts to your email, just Order Confirmations. These are not acceptable as they require us to log into your account to view the receipt. To access your Amazon receipts, you'll need to get the invoice from your account under the "Orders" section and then download it and send it to us (or print it and bring it in). If you need help with this, please stop by our office and we'll be happy to assist you.

Inspirational Books, A.C.E, LRT, Heritage Books, CHER and The Learning House have accounts with us. When making purchases from them, indicate that you are with Northern Home Education Centre. We will pay them on your behalf after they have confirmed that your budget will cover the purchase.

We try our best to issue reimbursements within 2 weeks of receiving your receipt(s). Direct deposit reimbursements are issued more quickly as we don't have to contend with Canada Post mailing times.

CASH RECEIPT

Shop Name

Date:

Manager:

Cashier:

Shop Address


MM/DD/YYYY

John Doe

Jane Doe

Description	Price
Notebooks	\$3.99
Pencil Case	\$8.99
Math Grade 4 Textbook	\$45.99
Pencil Crayons	\$5.99
Calculator	\$3.99
Nature Reader	\$8.99
Hockey Stick	\$78.99
Hockey Puck	\$12.99
Phonics Level 4 Workbook	\$12.99
Subtotal	\$182.91
Tax	\$9.14
Total	\$192.05

Thank you for shopping!



However, sometimes there are delays, especially during the summer months & start of the school year. We appreciate your patience and understanding. Always feel free to contact us if you have yet to receive your reimbursement so that we may inquire about its status for you.

9. SUMMER LESSON REIMBURSEMENTS

Northern Home realizes the flexibility that Home Schooling provides, therefore June-August are considered flex months. Learning opportunities can happen outside the traditional school calendar. During these flex months educational materials and lessons can be claimed so long as they have been declared in your EPP.

As an example, let's pretend you have renewed with NHEC for the next school year. It is the month of May. You are planning to have your children take swim lessons in July. When you are completing your EPP, be sure to include this information and you may submit your swim lesson receipts for reimbursement.

** Please note that we do not reimburse Registration fees, only lesson tuition fees.*

10. PAYOUTS ON BUDGETS & CARRY FORWARDS

A payout on the remaining balance in your budget is issued once your account has been 75% spent. Payouts will begin being issued after October 1st of the school year. If you renewed/registered in May and have already spent most of your budget by August on curriculum, your payout will be issued after October 1st. You may continue to spend your budget on resources, a payout just won't be issued until after October 1st.

If you are issued a payout, we do not need disclosure as to what you use your payout for. Alberta Education, in an effort to reduce red tape, only requires parents to submit 75% of receipts in order to receive full funding.

If the school year comes to a close and you have not reached the 75% threshold to be issued a payout, then we **carry forward** the remaining balance into the next year's budget. This can be done for up to 2 years. However, if you do not renew with NHEC and decide to go with a different homeschool board, the remaining balance will simply cease to exist. It does not transfer to the new board.

NHEC OFFICE CONTACT

Please feel free to contact us if you ever have any questions. We're happy to help!

Phone: (780) 928-0212

General Inquiries: NHECoffice@fvsd.ab.ca

Finance & Budget: NHECfinance@fvsd.ab.ca

*"When one teaches,
two learn."*