



Rationale

The Board of Directors acknowledges the contribution that staff make while employed within a Catholic School. In addition, the Board of Directors assists these employees who register their child(ren) in one of the Island Catholic Schools.

Definitions

Employees – any person possessing a current employment contract with Island Catholic Schools (administrators, teachers, support staff in schools and/or Early Learning Programs).

Full-time staff are:

- Teachers who are employed with a 1.0 FTE annual contract.
- Support staff who are employed to work 35 or more hours/week.

Policy

All employees of Island Catholic Schools, with children in the system, are required to complete a family payment schedule; and if Catholic, the Practicing Catholic form.

Full and part-time staff employed with Island Catholic Schools, who are eligible for benefits, and work a minimum of 0.5 FTE, may receive a tuition reduction from eligible tuition fees.

Regulation

Where an employee's child is enrolled in one of the Catholic Schools in the Diocese, the employee will be given up to a 50% tuition reduction at that school, pro-rated to the percentage of time employed. An employee may only receive a tuition reduction in one program (school, pre- school, daycare or out of school care).

For employees with contracts from the 2021-22 school year and prior, the tuition reduction remains at 50% or 100% as per the previous policy. Namely, 100% if student is enrolled at same school employee works at; 50% if student is enrolled at one of the other Diocesan schools. The family rate discount is not applicable for employees with contracts prior to 2021-22.



For administrator’s with contracts from the 2021-22 school year and prior, the tuition reduction remains at 100% as per the previous policy.

An employee who works in the Out of School Care (OSC) Program will receive a 100% tuition reduction in the OSC Program, provided: they work 5 days per week, the child is present at the same time as the parent/employee, and no other tuition reduction is being applied.

An employee who has a child enrolled in the Early Learning Centre may receive a tuition reduction for one child only, equivalent, and up to the 50% of the “school” tuition reduction, provided they are not already receiving a tuition reduction for a child enrolled in the school. This applies to new employees with contracts effective the 2021-22 school year and thereafter; employees with contracts prior to that school year remain at 100% as per the previous policy.

Where two parents in a family work in the Catholic schools, only one parent will be allowed the tuition reduction.

Reference:	Approved
	Date Approved: October 2001
Cross-reference:	Date(s) Revised: September 2007 April 17, 2018 June 22, 2021 June 13, 2023