

CAPE - APPROVED GUIDELINES FOR USING FUNDS
2021- 2022 Academic Year

CAPE will follow these guidelines in approving activities, materials and items as it relates to using Virtual program funds:

General Guidelines:

For the calendar year 2021-2022, CAPE will be bundling funding for students in the same family into a family budget. This will allow for ultimate flexibility in where to apply those funds. It will also mean as parents/caregivers, you will not need to apply funds to a particular student in a particular elective. CAPE will deduct all funds allocated to your family from the overall family budget.

Other guidelines

1. CAPE will cover one parent as a chaperone in cases where that is necessary for safety and accompanying a minor.
2. CAPE will reimburse parents for the cost of materials that are directly related to the learning objectives AND have been pre-approved by CAPE staff. Please follow the reimbursement policy provided. You are not ever REQUIRED to purchase any materials or activities with your own funds.
3. If CAPE is ordering your materials, use Amazon only. If parents want to purchase materials from another vendor/site (EBAY or other), reimbursement is the only payment method available. When you are using Amazon, you are required to go through the Amazon Smiles link. The link is provided here:

Your unique charity link: <https://smile.amazon.com/ch/46-1480401>

*****WE WILL SEND YOUR MATERIALS RIGHT TO YOUR HOME!!!

We will NOT be able to cover the following items, materials, activities:

1. Activities that permanently improve some aspect of the student's home. For example, remodelling a bedroom for a Virtual Build class with optional learning at home will not be approved, while a dog house for the backyard that is mobile would be approved.
2. We will NOT cover anything that ***directly states*** it is related to core subjects. There is some gray area here, so feel free to reach out to see if something your student wants/needs could be covered.
3. We cannot pay for weapons of any kind.

Examples of Items/Activities covered	Examples of items NOT covered
<ul style="list-style-type: none"> ● Flashcards, worksheets, puzzles, games ● Curriculum, non-core ● Books ● Videos ● Online courses ● Supplies (art, technology, build, etc.) ● Museum entrance fees/memberships ● Music/art performances ● Learning events (festivals, exhibits, etc.) ● Individual main food ingredients to make food or baked goods for home economics ● Equipment needed to conduct activities; example, Hiking boots for hiking; microscope for observation; tools for building ● Subscriptions for learning activities ● Farm/gardening/cooking equipment ● Live animals/animal feed ● Travel expenses including transportation and lodging (see travel policy for instructions) 	<ul style="list-style-type: none"> ● No weapons of any kind ● Cost of food while traveling

* CAPE reserves the right to amend these guidelines as necessary in order to provide services in an ethical and legal manner

Vendor Requirements:

If you are applying funds for lessons or experiences with a vendor, CAPE will need a Purchase Order complete with the vendor’s contact information including mailing address, email address and phone number. Vendors will need to complete a W9 to be paid for lessons from CAPE.

Reimbursement policy:

Parents will be reimbursed for funds used for learning activities and materials that meet the following requirements:

1. The purchase has prior approval from CAPE staff. There must be a text or email to verify that approval.
2. The funds are used in accordance with the requirements stated in the General Guidelines section.
3. To process reimbursements, a purchase order must be completed in the usual manner. In the body of the PO, please state that this is a reimbursement and include parent address. Please include the statement: "Pre-approved by (either Susan or Tanya) on (enter date) via (text or email)".
4. The reimbursement will be processed like all other purchase orders, so parents need to plan for a delay in receiving those funds back. CAPE is committed to a 60-day reimbursement timeframe. We are at times beholden to the payment timeline from the school district.

Important Deadlines to Follow

BEGIN Virtual Content Monday, Sept. 6, 2021

PO's begin processing on Tuesday, Sept. 7, 2021

*you are welcome to send them in prior to this date; we will consider them submitted on the 9/7/21 date.