



Community. Leadership. Pride.

Policy 2015-19

Tutoring Services Funding

	AUTHORIZED BY	yi səx ^{wk} winaʔməm Council
	EFFECTIVE DATE	2019-06-19
	DEPARTMENT	Community Services, Education Program
	REVIEW DUE DATE	2022-06-19

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Revision History			
Entry ID	598002	Total Number of Pages	10
Date	Revision	Changes	
2019-01-06	2015-19.01	School Aged Students 110815 policy transferred to new policy format.	
2019-06-19	2015-19.02	Approved by Council Resolution #190617-11 on June 17, 2019 and signed by the Acting Director of Operations on June 19, 2019.	



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1. Policy

It is of fundamental importance that *stqá?tkw4niw't sqilxw*/Westbank First Nation (WFN) Members achieve the best educational opportunities and outcomes. WFN is committed to ensuring that WFN Members (Members) have access to a suite of services that support the achievement of those outcomes including, but not limited to, financial support for tutoring.

2. Purpose

The purpose of this policy is to outline the financial assistance available, and the eligibility criteria and funding limits, for tutoring services.

3. Scope

This policy applies to *yi səxw'k'wina?məm*/Council, Members, and Workers responsible for administering this policy. This policy is a review, update, and revision to, and supersedes, the Tutoring Support for School Aged Students Policy approved by Council Resolution #110815-16 on August 15, 2011 and signed by the Director of Operations on November 4, 2011.

- a) WFN's tutoring support services are intended to provide assistance to;
 - i. Fulfill the learning outcomes of the provincial or state body that oversees public education,
 - ii. Prepare for provincial or state exams; and
 - iii. Maintain the academic requirements to enter a post-secondary education program.
- b) WFN's tutoring support services are not intended to replace a parent's or Guardian's responsibility to;
 - i. Help their child(ren) develop good student work habits; and
 - ii. Work with their child(ren) to establish regular study and homework routines that enable their child(ren) to review lessons and notes, finish class assignments, prepare for future lessons, and study for tests and exams.
- c) **Eligibility**
 - i. To be eligible for funding for tutoring services, students must be;
 - 1) Members; and



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- 2) Enrolled at a public, private, or independent elementary, middle, or secondary school.
 - ii. Students, or their parent(s) or Guardian(s), requesting funding for tutoring services must submit a completed Application for Tutoring Services Funding (Appendix A) to Education & Social Development.
 - iii. Students placed on a wait list will be notified when space and funding are available.
 - iv. Students who miss three (3) consecutive tutoring sessions without notifying the tutoring agency or tutor will be ineligible for funding for further tutoring services.
- d) Funding Limits**
- i. WFN will fund tutoring services to a maximum of;
 - 1) Two (2) hours per week; and
 - 2) The hourly rate noted on the Application for Tutoring Services Funding (Appendix A).
 - ii. The funds paid under Section 3.d)i. of this policy will be paid in Canadian funds only.
 - iii. Tutoring costs in excess of the limits established under Section 3.d)i. and ii. of this policy are the responsibility of the student, or their parent(s) or Guardian(s).

4. Definitions

“Guardian” has the same meaning as that within the Family Law Act [SBC 2011] c.25 as amended.

“Worker” means any employee, volunteer, contractor, client, or other visitor who performs tasks on behalf of WFN at any WFN workplace.

5. Responsibilities

- a) Council is responsible for establishing an annual budget and setting aside funds in order to ensure the commitment to this policy, on a best efforts basis, as part of the annual WFN budgeting process.
- b) The Education & Social Development Manager, or designate, is responsible for;
 - i. Receiving, reviewing, and making decisions on Applications for Tutoring Services Funding (Appendix A), in accordance with the provisions of this policy,



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- ii. Notifying the applicant if any item on their Application for Tutoring Services Funding (Appendix A) is approved, wait-listed, or declined,
 - iii. Receiving, and forwarding to Financial Services for payment, invoices from agencies providing tutoring services under this policy; and
 - iv. Completing and submitting the Tutoring Services Funding Annual Report (Appendix B) as required under Section 6. of this policy.
- c) Financial Services is responsible for processing the payment requested under Section 5.b)iii. of this policy.
- d) Parents or Guardians and students are responsible for;
- i. Submitting an Application for Tutoring Services Funding (Appendix A) in accordance with Section 3.c)ii. of this policy,
 - ii. Ensuring that the student regularly attends their tutoring appointments; and
 - iii. Reporting any changes to their eligibility status to Education & Social Development.

6. Monitoring and Reporting

The Education & Social Development Manager or designate must provide Council with a Tutoring Services Funding Annual Report (Appendix B) no later than August 31 of each year.



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7. Approval

This policy was approved by yi səx^wk^wina?məm/Council via Resolution of Council #190617-11 on the 17th day of June, 2019 and signed by the Acting Director of Operations on the 19th day of June, 2019.

Kevin Kingston, səx^wk^wulm̓ k̓l̓ yʕayʕat/Acting Director of Operations



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8. References and Related Authorities

[Westbank First Nation Self-Government Agreement](#)

[Westbank First Nation Constitution](#)

[WFN Government Strategic Plan](#)

[Family Law Act \[SBC 2011\] c.25](#)

[Nominal Roll Questions and Answers](#)

WFN Governance

Policy 2019-XX Education Program

9. Attachments

Appendix A - Application for Tutoring Services Funding

Appendix B - Tutoring Services Funding Annual Report




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Appendix A - Application for Tutoring Services Funding (page 1)

			Application for Tutoring Services Funding Education Program, 1900 Quail Lane, Westbank, B.C. V4T 2H3 Phone: 250-768-0227 Fax: 250-768-0528 <i>To be completed for students requesting Tutoring Services in accordance with Policy 2015-19 Tutoring Services Funding</i> <i>Protected when submitted</i>		
STUDENT AND SCHOOL INFORMATION					
Name of Student					
Date of Birth		Grade		Status Number	
Name of Parent/Guardian					
Mailing Address				Province/State and Postal/ZIP Code	
City				Email	
School where the student is enrolled				School Year	
TUTORING INFORMATION					
<i>Westbank First Nation pays a maximum of \$40 per hour for tutoring, to a maximum of 2 hours, in Canadian funds only.</i>					
Type of support or assessment your child has received <i>(Please check all that apply)</i> :					
<input type="checkbox"/> Independent education plan <input type="checkbox"/> Independent behaviour plan <input type="checkbox"/> Certified education assistant <input type="checkbox"/> Psych-ed assessment			<input type="checkbox"/> Learning assistant <input type="checkbox"/> After school homework club <input type="checkbox"/> Other <i>(Please specify)</i> :		
Name of Tutor/Tutoring Service					
Mailing Address				Province/State and Postal/ZIP Code	
City		Country		Email	
Duration of Tutoring Support <i>(please check all that apply)</i> :					
<input type="checkbox"/> Full school year <input type="checkbox"/> Fall semester <input type="checkbox"/> Winter semester <input type="checkbox"/> Final exam preparation					
PARENT/GUARDIAN CONSENT					
By signing below, I agree that my child will attend, and not be late for, the scheduled tutoring sessions that are agreed upon with the tutoring agency. I understand that it is my responsibility to advise the tutoring agency of any schedule changes. I also recognize that if I do not fulfil the requirements set out by Westbank First Nation, financial support for tutoring will be suspended.					
Signature of Parent/Guardian				Date	
<small>The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Education Allowance applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.</small>					
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Appendix A - Application for Tutoring Services Funding (page 2)

Office Use Only	
Date Received by Education & Social Development:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Wait listed <i>(If not approved or wait listed, please explain below.)</i>	
Name of Education & Social Development Representative	Position
Signature of Education & Social Development Representative	Date
Tutoring Agency Office	
<input type="checkbox"/> Missed three (3) consecutive sessions <input type="checkbox"/> Structure of Intellect Support (SOI) request <input type="checkbox"/> SOI testing request	<input type="checkbox"/> Career Analysis <input type="checkbox"/> Other <i>(Please specify):</i>
Recommendations	
Name of Tutoring Agency Representative <i>(please print)</i>	Position
Signature of Tutoring Agency Representative	Date

The personal information on this form is collected under section 15 of the Westbank First Nation Freedom of Information and Protection of Privacy Law 2018. The information will be used to evaluate and process Education Allowance applications. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 250-769-4999.

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Appendix B - Tutoring Services Funding Annual Report



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Reporting Year

Total \$ Funded This Fiscal Year

To be completed by the Education Services Manager, reviewed by the nuk'cwixm yilmix'm siya?/Chief Saskatoon Berry Committee, and submitted to yilmix'm nal sax'k'ina?mam/Council each year by August 31 of each year.

(e.g. 2017-18 2018-19 2019-20) →	Previous Year	Previous Year	Current Year
A. Number of Applications for Tutoring Services Funding received.			
B. Number of applications approved.			
C. Amount of funding expended for tutoring services for Members.			

Any additional information for nuk'cwixm yilmix'm siya?/Chief Saskatoon Berry Committee or yilmix'm nal sax'k'ina?mam/Council:

Education & Social Development Manager
Signature & Date:

nuk'cwixm yilmix'm siya?/Chief Saskatoon Berry
Chair Signature & Date:

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