



Parent Directed
Home Education
Handbook



Welcome to Parent Directed Home Education

We would like to welcome you to the Elk Island Public Schools (EIPS) Parent Directed Home Education program.

EIPS Parent Directed Home Education program has been in existence since 1991 and to date we have assisted over 2000 families home educate their children.

Parent Directed Home Education provides the freedom and flexibility to plan the program unique to your child. The program plan developed shall follow the general outcomes as stated on page 23 of the [Home Education Regulation](#) from Alberta Education. You may desire to blend with Teacher Directed Home Based Learning offered through EIPS Next Step or blend with your child's designated school.

Our mission is to provide Parent Directed Home Education services that assist children and families in achieving educational excellence with their future in mind.

We believe that:

- Parents have a right and a responsibility to make decisions respecting the education of their children.
- Children can learn in a variety of ways, in a variety of locations, using a variety of curricula, from a variety of people.
- Excellence in learning can occur when parents and children are comfortable with learning choices.
- Children benefit from one to one instruction and/or small group instruction that a family can offer.
- Success and achievement come in different forms for each child.
- All students can and should take ownership of their learning.
- Our school system must be flexible and innovative to meet the challenges of families and changing educational needs.

The purpose of this handbook is to help parents understand our Parent Directed Home Education program and the choices available. We trust it answers many important questions parents often have when considering EIPS Parent Directed Home Education. Parents should also be familiar with Alberta Education's Home Education Regulations and Alberta Education's Home Education Handbook – found in our resources section. Please read through our booklet and feel free to contact us at (780) 464-1899 if you have any questions. We look forward to working with you and your family.

Sincerely,



Paul Pallister
Principal – Next Step Schools
Elk Island Public Schools



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TABLE OF CONTENTS

A. Program Choices

Parent Directed Home Education.....	4
Blended Home Education	5
Teacher Directed Home Based Learning	5

B. Registration

Registration process	6
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C. Resources

Alberta Education Home Education Handbook	6
Home Education Regulation Act	6
Guide to Education 2015-2016	6

D. Funding & Fees

Funding Schedule.....	7
Reimbursement for Parent Directed Home Education.....	7
Steps for Reimbursement	7

E. Additional Information

School Calendar	8
Responsibilities	8
Educational Choices.....	9

F. Directory

A. Program Choices

Parent Directed Home Education:

Parent Directed
Home Education

- For all learning needs.

Or

Blended Program:

Parent Directed
Home Education

and

Teacher Directed
Home Based Learning

Or

Parent Directed
Home Education

and

EIPS
Designated School

Or

Parent Directed
Home Education

and

Teacher Directed
Home Based Learning

and

EIPS
Designated School



PARENT DIRECTED HOME EDUCATION PROGRAM

The Parent Directed Home Education program offered at EIPS Next Step is developed with the Home Education Teacher Liaison and delivered by the parent. The program does not have to follow the Alberta Program of Studies or use materials that meet the approval of Alberta Education. **However, the educational program developed must be consistent with the student general learning outcomes listed in the Home Education Regulation 145/2006.**

Assessment:

Next Step's Home Education Teacher Liaison arranges to provide two meetings to support and report on your child's progress based on the program plan developed. As the child works through their program, the home instructor/parent provides ongoing feedback to their child. Prior to the review, the home instructor/parent completes and submits to the Teacher Liaison a summary of student progress using the template provided to them.



Roles/Responsibilities:

Student

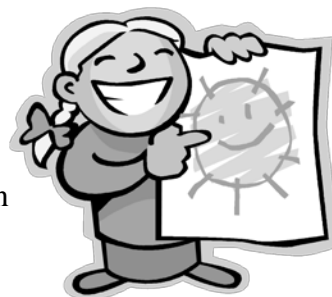
The student should have input in creating their program especially in regards to their personal interests and areas they would like included in the program plan. They are responsible for their own learning under the guidance of their parent.

Home Education Instructor

The parent is the primary educator for the child, as such they are responsible for ensuring that the child's educational program is consistent with the program plan and the student learning outcomes listed in the provincial Home Education Regulation 145/2006. The parent is responsible for administering the Parent Directed Home Education program, evaluating the child's progress, maintaining a portfolio of student work and keeping records of the evaluations and of the levels of achievement attained. The parent is responsible to report this information to the Teacher Liaison as previously explained. The home education instructor must ensure that the child is available at the time of review with the Parent Directed Home Education Teacher Liaison.

Parent Directed Home Education Teacher Liaison

The Parent Directed Home Education Teacher Liaison's role is to provide guidance in creating a program plan, to serve as a resource for parents and students and to evaluate/monitor student progress based on the program plan. Reviews are scheduled at an agreed upon time convenient for the family and the Teacher Liaison.



BLENDED HOME EDUCATION PROGRAM

A blended program may be created between Next Step Parent Directed Home Education and the Teacher Directed Home Based Learning programs. A blended program may also be considered with Parent Directed Home Education and the child's EIPS designated school. Requests for a blended program are addressed on an individual basis when designing the educational program plan for the child. The materials, assessments, roles and responsibilities are a blend of the programs. The roles and responsibilities, materials and methods of evaluating progress are dependent upon the blended program chosen.

TEACHER DIRECTED HOME BASED LEARNING

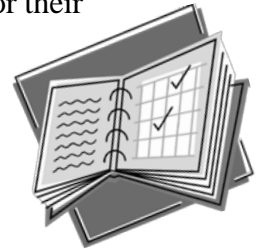
In this program, students follow the Alberta Program of Studies. Regular planning support and assessments are available from the Teacher Liaison.

*Please reference Section 2 of the Home Education Handbook
"Understanding Legal Rights and Responsibilities"
Pages 16-21*

B. Registration

REGISTRATION PROCESS

Before making any decisions, parents need to investigate program options for their child. If opting for the Parent Directed Home Education Program, parents ensure that they have a plan of what their child's program will entail (i.e. resources to be used for the core subject areas, group lessons to be registered in, etc.) prior to making an appointment to register their child.



Upon making the decision to register with EIPS Next Step Parent Directed Home Education, follow the steps below:

1. Parent completes the Home Education Regulation A.R.145/2006 Notification Form and the EIPS Student Registration Form (available on line: [Next Step Registration Forms](#) or from the Next Step office)
2. Parent contacts Next Step Parent Directed Home Education to set up an appointment with the Home Education Teacher Liaison for you and your child
3. Parent and child meet with the Teacher Liaison to complete the Program Plan
4. Complete other forms as necessary (eg. Student Record Request)

Once forms are completed, they are approved by the principal (Part C on the Notification Form). Parents will receive a letter from the principal indicating acceptance into Parent Directed Home Education.

Welcome to EIPS Next Step Parent Directed Home Education!

C. Resources

The following resources can be found on the Alberta Education website:

Alberta Education: [Home Education Handbook](#)

Home Education Regulation Act: [Home Education Regulation Act](#)

Please review the General Learning Outcomes starting on page.9 of this act.

Alberta Education: [Guide to Education](#)

D. Funding

FUNDING SCHEDULE

Students registered on or before September 30th of the current school year are eligible to access funding provided these students are not registered with another board as of September 30th. The funding allocation is made available to parents to support purchase of resources and services for the purpose of augmenting student learning. **PLEASE NOTE** access to funding support is only provided after the program plans are completed and not before September 30th. Original receipts must be submitted in conjunction with the itemized expense reimbursement form.

Parent Directed Home Education

funds available to assist learning.....\$950

Blended Programming funds available to assist learning: Funding is based on the percentage of courses that will be accessed through Parent Directed Home Education.

REIMBURSEMENT FOR PARENT DIRECTED HOME EDUCATION

Expenses for the following resources are typically reimbursed up to the maximum program funding for expenses incurred during the current calendar year:



- Registration fees for the student in educational programs, e.g. group lessons for music, drama, swimming, dance, and art
- Art supplies
- Entrance to educational facilities (eg. provincial museum) for the student
- Admission fees for fine art presentations (eg. Live theater, art gallery) for the student
- Consumable workbooks
- Instructional print materials
- Instructional software resources
- Writing supplies
- Basic Physical Education supplies
- Instructional videos
- Technology
- Library cards (free to Strathcona County residents)



Reimbursements will not be made as a form of personal remuneration, to pay travel costs, food or other expenses usually required to be paid by a parent/guardian. Instructional costs cannot include services rendered by a relative of the students.

STEPS FOR REIMBURSEMENT

1. Families pay for materials and related educational services (no private lessons, only group lessons will be reimbursed). Original receipts for expenses must be submitted along with the itemized expense reimbursement form and should cover a variety of outcomes based on the program plan developed.

2. Parents submit a signed and completed **Itemized Expense Reimbursement Form** (found on <http://www.eipsnextstep.ca>) with original receipts attached for approval (please note that faxes, photocopies, bank card or debit card printouts are not original receipts). Whenever possible, submit receipts in batches of at least a \$100. Please keep a copy of your submission for your records.
3. All submissions will be reviewed for approval by the principal.
4. Once approved by the principal, the reimbursement form will be submitted to EIPS Central Office for processing. The processing of funding will be done as quickly as possible, but may vary from 4 to 6 weeks from the date of submission during peak periods.



Please ensure your full mailing address is listed on your Itemized Expense Reimbursement Form.

PLEASE NOTE that all receipts must be received by May 30th to allow time for processing reimbursements. Remaining funds cannot be carried forward into the next school year.

At the end of each school year, what happens to the resources that I purchase and for which I have been reimbursed?

As indicated on page 33 of the Home Education Regulation 145/2006, Next Step Parent Directed Home Education may request materials, and equipment/technology that the parent has purchased (and been reimbursed for) to be returned to the school. This request can be made within one year of the student completing the course.

E. Additional Information

CALENDAR - What calendar do we use for Parent Directed Home Education?



Parent Directed Home Education program follows the EIPS Division calendar as this is also the time when the Teacher Liaison is available for assistance and reviews. It is difficult for students to be successful if they register in Parent Directed Home Education after Spring Break. For this reason, only in exceptional cases will a student be registered in the Parent Directed Home Education program after that date.

RESPONSIBILITIES - What is the insurance responsibility of EIPS for my child in a Parent Directed Home Education program?

Elk Island Public Schools will not be responsible for the safety of the student during the period in which he/she is engaged in Parent Directed Home Education, including travel to and from the school for the purpose of accessing any facilities or services that have been made available for use. Responsibility for supervision will be accepted only when the school's principal agrees in writing to the student's participation in school activities or to the use of school facilities under staff supervision. In all such cases, the safety of the student in moving to and from school will be the full responsibility of the parent.

EDUCATIONAL CHOICES - Are there any other educational choices available for my child other than Parent Directed Home Education?



Next Step offers a Teacher Directed Home Based Learning option for grades 1-9. For further information, please call (780) 464-1899. In this program students obtain a high level of teacher support through planning and assessment of learning. Students follow the Alberta Program of Studies.

Next Step's Junior High program offers a combination of classroom and home learning opportunities. Students attend a class of no larger than 18 students for five half days a week and continue working at home for the remainder of the day on materials assigned by the teacher. The focus of this program is on core courses. For further information, please call Next Step Sherwood Park office at (780) 464-1899.

Next Step Senior High programs are designed for students who may perform better outside a regular school setting. On-site teachers assist students with course work, evaluate student work, and act as student advisors. For further information, please call Next Step Sherwood Park at (780) 464-1899

F. Directory

General Office.....	780-464-1899
1604 Sherwood Drive, Sherwood Park, Alberta, T8A 0Z2	
Fax.....	780-410-2951
Teacher Liaison (Elementary Parent Directed Home Education).....	780-410-2944
Teacher Liaison (Junior High Parent Directed Home Education)	780-410-2947
Next Step Schools Principal, Paul Pallister	780-410-2946

