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**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 parish supporter form.

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

An employee may only receive a tuition reduction in one program (school, pre-school, daycare or out of school care).

**Regulation**

Where a staff member'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. This applies to new employees with contracts effective the 2021-22 school year and thereafter; employees with contracts prior that school year remain at 50 or 100% as per the previous policy (100% if student is enrolled at same school employee works at; 50% if student is enrolled at one of the other Diocesan schools).



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

If an employee receives the employee tuition reduction, he/she is not eligible for the family plan offered at St. Andrew’s Regional High School.

Where an administrator’s child(ren) is enrolled in one of the Catholic schools in the Diocese, the administrator will be given a 50% tuition reduction. This applies to new employees with contracts effective the 2021-22 school year and thereafter; employees with contracts prior that school year remain 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 that school year remain at 100% as per the previous policy.

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