

# November 20, 2018

## CBE Home Education – Mid Month Update

Two updates for today:

- **Reimbursements**
- **Parent Supported Lunch Room**

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**Steps for submitting a reimbursement claim are available on our website, but we wanted to provide you with some specific details in this message:**

1. Consult the [Standards for Home Education Reimbursement](#) to understand the goods or services that are eligible to be claimed.
2. Gather receipts from the current school year (from the date of your registration to April 5<sup>th</sup> of the current school year) and ensure that items purchased are supported by your learning plan. If they are not listed in your learning plan as a resource, please add them and send the revised learning plan to your facilitator prior to submitting your claim.
3. Consult the [CBE Home Education Reimbursement Guidelines](#) on our website for important information about submitting a claim.
4. Download the [CBE Home Education Reimbursement Claim Form](#) from the school website and fill it out accordingly. Please ensure that it is filled out correctly, as failure to do so will cause a delay in the process.
5. Submit the entire claim (form and receipts paper-clipped together) in an envelope to the office at Windsor Park during office hours (Tuesday through Thursday), where it will be date stamped and submitted to your facilitator for review.

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**Parent Supported Lunchroom Schedule**

There are still a number of vacancies for December/January. If you haven't already signed up for your required number of shifts, please take a moment to check your schedule and see if you can fill one of the vacancies below:

Tuesday, December 4, 2018 – Bella Amberiadis and Liz Brown

Wednesday, December 5, 2018 – Amber H and Denis Klemencic

Thursday, December 6, 2018 - Maureen Gording and VACANT

Tuesday, December 11, 2018 – Denis Klemencic and VACANT

Wednesday, December 12, 2018 – Erin Bornhuse and VACANT

Thursday, December 13, 2018 – Roxanne McCallum and Sandy Smart

Tuesday, December 18, 2018 – VACANT and VACANT

Wednesday, December 19, 2018 – VACANT and VACANT

Thursday, December 20, 2018 - Joanna Ross and VACANT

Tuesday, January 8, 2019 – Jennifer Ireland and Whitney Hoibery

Wednesday, January 9, 2019 – Jennifer Pasutto and Melinda Felso

Thursday, January 10, 2019 - Katie Henry and J. Snider

Tuesday, January 15, 2019 – Lynette Nagel and VACANT

Wednesday, January 16, 2019 – Lisa Fournier and VACANT

Thursday, January 17, 2019 – Angela Johnsen and VACANT

Tuesday, January 22, 2019 – Jane Desilets and Alicia Debliek

Wednesday, January 23, 2019 – Chris Brignall and VACANT

Thursday, January 24, 2019 - VACANT and VACANT

Tuesday, January 29, 2019 – Emma Thursby and VACANT

Wednesday, January 30, 2019 – VACANT and VACANT

Thursday, January 31, 2019 – Michelle Avis and VACANT

Even after all of our families have fulfilled their required shift(s), we will be short around 30 spots to complete the year. If you have the time, please consider taking an extra shift.

Thank you to all our families for their continued support of the lunchroom program.

Holly Michalsky

Lunchroom Coordinator

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CBE Home Education



**Calgary Board of Education**