

Coastal Grove Charter School Instructional Funds Policy

- Families must submit purchase order requests to their Education Coordinator by semester deadline to be processed. Unspent funds do not roll over to the next semester or new school year. Please plan ahead!
- Students are allotted \$600 each semester. \$270 can be spent on extracurricular items each semester, including Art, Music, and P.E. classes and nonstandard supplies. Unspent funds stay with Coastal Grove and help other programs in the school. Please only purchase supplies when needed and check our bulk supply cupboard and lending library before ordering new items.

Important Ordering Deadlines

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| Fall \$600 (of which a maximum of \$270 can be spent on extracurricular) | Spring \$600 (of which a maximum of \$270 can be spent on extracurricular) |
| October 1st....Supplies November 1st....Classes | February 1st.... Supplies March 1st.... Classes |

- There are three types of purchase orders. You will need to submit the following information for your Educational Coordinator for processing:
 - 1) Local orders: itemized list from the business with item descriptions and prices
 - 2) Online orders: share shopping cart through email
 - 3) Classes/tutoring: provide details with your EC; vendor, duration, day and time of class, cost. **Purchase orders for classes must be submitted two weeks before services start!**
- Purchase orders are a request and not guaranteed. They must be approved by the administration. Expect a two to six week turnaround time for purchase orders.
- Families are responsible for paying for registration fees, memberships, uniforms, and other class equipment
- Do not pre-pay for items. No reimbursements. All orders must be picked up and inventoried by the Education Coordinator before distribution.
- The funds are to be used for their educational needs, reflecting standards appropriate for their age level and grade.
- All materials purchased with Instructional Funds must be represented in the Learning Records for each student.
- Non-consumable items are school property and need to be returned to the school in good condition at the end of the year or replaced with private funds. ""
- Please order environmentally friendly items and goods that are durable to be shared for years to come. Remember we are a Waldorf/nature inspired school. Think about things you can make and not buy.

Acceptable Purchase Orders

| Standard Art Supplies: Fundamentals <i>(These items can be paid for with core funds.)</i> | Extracurricular |
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| <ul style="list-style-type: none"> ● paper ● main lesson books/journals ● crayons ● pencils ● paints ● brushes ● wool, yarn, felt ● beeswax ● glue ● scissors ● chalk and pastels ● erasers ● sharpeners ● thread, needles ● knitting needles, crochet hooks | <ul style="list-style-type: none"> ● Art, P.E., and Music classes ● art embellishments; i.e. googly eyes, glitter ● musical instruments ● fabric ● play silks ● clothes to tie dye/batik ● coloring books and other non-core workbooks ● art kits ● building kits ● movement equipment |

❖ **Many of these items can be found in our Bulk Supply Cupboard and Lending Library (room 13) Please check there before ordering new items. Items are sold at cost and will save you funding!**

The following purchases are NOT acceptable

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| <ul style="list-style-type: none"> ● Class sets or large quantities not suited to an individual's use for this school year ● Tutoring that exceeds two hours per day; (tutors cannot act as primary educator) ● Furniture ● Ready-made clothes or jewelry ● Toys ● Personal hygiene items ● Personal PE items including but not limited to: skis, bicycles and clothing ● Home and Office Equipment including but not limited to: faxes, copiers, electric pencil sharpeners, cell phones, computers, cameras, TVs ● Kitchen Equipment including but not limited to: popcorn poppers, trays, plates, silverware | <ul style="list-style-type: none"> ● Yard Equipment including but not limited to: grass watering kits, garden ponds, swimming pools, yard tools ● Boxing lessons ● Diving lessons ● Scuba Diving ● Mountain Bike Riding ● Horseback Riding ● Religious materials of any type. Materials must not be sectarian or denominational ● Materials must not expose students, families, or staff to any dangerous materials or serious injury (ex: trampoline, rocket kits) ● Internal computer parts for non-school owned computers |
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Parent/guardian signature: _____ date _____