



SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut

DATE: July 2, 2019
TO: Tim Van Tasel
FROM: Bill Hoff
RE: Pay-to-Participate Update

I have been researching our options regarding Pay-to-Participate. I have listed the decisions we need to make below. I am continuing to research all of these.

1. Does the BOE want to create a policy regarding Pay-to-Participate or implement it through student and athletic handbooks?
East Granby's BOE policy is attached. Other districts, including Tolland, do not have a BOE policy.
2. When will payment be due?
Some districts require it prior to tryouts and then refund the fee for those who are cut from the team. Others require payment before the student can play in a game. I recommend the latter, although it will require strict enforcement by our coaches.
3. Policy and Procedure for Fee Waivers
 - a. Will students who qualify for free and reduced lunch automatically qualify for a fee waiver? I am working with CSDE to see if this is allowed due to the confidential nature of free and reduced lunch information.
 - b. Will there be an alternate way to qualify for a fee waiver? I have attached Ridgefield's fee waiver form.
4. Wording for student and athletic handbooks
Jim Blain, Mike Bosworth and I are working on this. I have attached samples from Tolland and South Windsor. The wording will need to define the following as a minimum:
 - i. Amount of fee and family maximum
 - ii. Deadline for payment
 - iii. Payment is for participation on team. It does not guarantee any amount of playing time.
 - iv. Refunds (Typically no refunds are allowed after the first game.)
 - v. How a family may apply for a waiver of the fee
5. Online payment processor
I have had discussions and/or webinars with a number of providers including MySchoolBucks who we currently use for food service payments. Our goal is to have a processor who can process a variety of fees to reduce the amount of cash and number of checks we are handling. We also would like to have a number of forms associated with the fees completed as part of the payment process. We will need to determine whether the parents or the district will pay the fees associated with the online payments.
6. Communication Strategy
We will need to communicate regularly with parents as we implement Pay-to-Participate.

The deadline for having all policies and procedures in place for Pay-to-Participate is approximately August 15. Obviously the sooner we can resolve most of these issues the better.

Students

Participation Fees for School Activities

The Board of Education may establish a student activities fee for middle school/high school student participation in any school-sponsored teams, or school-sponsored clubs.

The student activities fee shall be established by the Board prior to the start of the school year and may be reviewed prior to the start of the second semester. The student activities fee shall be paid before participation is allowed.

New language to address Co-Op assessments/subsidies

The fee will be applied to athletics. For those who already participate as part of a co-op or single person team, the payment to the East Granby Public Schools will be forwarded to the host co-op school.

Pay to Participate fee is also applied to the following list of clubs. This list is subject to change as other offerings become available.

- *Color Guard*
- *Drama*

Upon application to the Principal, students approved or eligible to be approved to receive free or reduced price meals under current federal laws and regulations shall be excused from payment of their student activities fee.

Policy adopted: May 24, 2010
Revised: September 25, 2017

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

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Participation Fees for School Activities
Request for Waiver

Middle school students, high school students, parents or guardians wishing to apply for waiver of the Student Activities Fee shall submit this form to the School Principal.

(PLEASE PRINT OR TYPE)

Student's Name: _____ Grade Level: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Name: _____

I/We hereby request that my/our child, named above, be excused from the requirement for payment of the Student Activities Fee. I/We understand that determination of eligibility for waiver of the Student Activities Fee rests with the Principal and that I/we may be required to produce evidence of family income level as determined by the Principal to support this request. I/We understand that if I/we should disagree with the decision of the Principal that an appeal may be made to the Superintendent within ten (10) school days of the date of the decision made by the Principal and that the decision of the Superintendent shall be final.

Signature of Parent(s)/Guardian(s)

(Students having reached the age of majority may sign on their own behalf.)

Date of Review: _____

Approval Granted (☐) Approval Denied (☐)

Date of Notice to Applicant: _____

Signature of Principal: _____



Ridgefield High School • Department of Athletics

HARDSHIP WAIVER REQUEST

To request an athletics fee hardship waiver for the 2018-2019 school year, you must complete this form in its entirety and submit it and all required documentation directly to the Ridgefield Board of Education Business Office.

Date of Request _____ SPORT SEASON: Fall _____ Winter _____ Spring _____

Please Check One: Boys _____ Girls _____ SPORT _____

Student's Name _____ Grade _____ Age _____

Student's Address _____ Home Ph _____

Parent/Guardian Name _____ Relationship _____

Home Ph _____ Cell Ph _____ Work Ph _____

Please detail the nature of your financial hardship and provide supporting documentation:

- Financial documentation required: A copy of your 2017 Federal Tax Return must be included with your request. In the case of multiple guardians, a copy of all individuals' tax returns must be submitted. Please note that financial hardship considerations are based on total household income.
- Note: Students who qualify for the Free and Reduced Lunch program will have the athletics participation fee waived and additional documentation is not required.

☐ Student qualifies for Free and Reduced Lunch Program

All information relating to financial hardship requests will be kept confidential.

Parent/Guardian's Signature

Date Signed

FOR OFFICE USE ONLY

REVIEWED BY: _____ DATE: _____

☐ Denied ☐ Approved Full Waiver ☐ Approved Reduced Fee: Amount Due\$ _____

COMMENTS: _____

Please remit waiver forms and documentation to the Ridgefield BOE Business Office at the following address:
Ridgefield Public Schools, Attn: Dawn Norton, 70 Prospect St., Ridgefield, CT 06877

Tolland High School Handbook Language

Pay for Participation

As per direction of the Board of Education, we will continue have a Sport Participation Fee for every student-athlete who is a member of a team or activity that is part of the Department of Athletics. These fees will help allow us to continue with our athletic program.

GENERAL FEE = \$200 per season per person. FAMILY CAP = \$700 per school year

Free/Reduced Lunch reductions are available.

Once the official season has begun no refunds will be given should the athlete quit, be deemed ineligible or be dismissed from the team. In the event that scheduled contests are cancelled, pay for participation will not be prorated.

South Windsor High School Athletic Handbook Language

Participation Fees

The sports participation fee is \$125 per sport with a \$500 family cap. Hockey and gymnastics are \$400 per athlete with a family cap of \$800. The funds collected from the participation fees will be used to defray expenses for operating the athletic program. Student-athletes who fail to turn in their participation fees and forms by the due date will NOT be allowed to tryout or practice until their fees have been collected. Student-athletes in need of financial assistance may apply for a waiver of fees by contacting the Athletic Director's office. The sports participation fee will only be returned to student-athletes not making teams that have limitations on squad size during the tryout period.