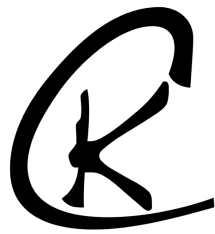


Coast Karma Academy

744 Primrose Street, Qualicum Beach

Phone: 250-228-5741



Coast Karma
Academy

Coast Karma Academy

Parent & Family Policy Handbook

Last Revised: April 2026

Welcome to Coast Karma Academy

Welcome to Coast Karma Academy. We are an inclusive, values-driven school community dedicated to supporting the learning, wellbeing, and growth of autistic, neurodiverse, and neurotypical students.

Our policies exist to ensure safety, clarity, fairness, and shared responsibility. This handbook is designed for families and caregivers and outlines how our school operates, what you can expect from us, and what we expect from all members of the Coast Karma community.

Policies are reviewed regularly by the Board of Directors and updated as needed. The most current version of this handbook is always available from the school office and on our website.

Our Guiding Values & Community Commitment

At Coast Karma Academy, community is built on shared values. All students, families, and staff are expected to uphold our **Community Code of Conduct: S.H.I.N.E.**

S.H.I.N.E. – Our Community Code of Conduct

Safe

We act in ways that protect the physical and emotional safety of everyone in our community.

Happy

We contribute to a positive, welcoming environment where students feel supported and valued.

Integral

We act with honesty, accountability, and respect, even when things are difficult.

Nice

We treat others with kindness, patience, and empathy.

Engaged

We participate actively, communicate openly, and work collaboratively.

Who S.H.I.N.E. Applies To

- **Students** are empowered to do the best they can to demonstrate S.H.I.N.E. in their behaviour, learning, and interactions.
- **Parents and Guardians** are expected to model S.H.I.N.E. in all communication and engagement with students, staff, and other families.

- **Staff** are held to the same values and apply them consistently in their professional practice.

Failure to uphold S.H.I.N.E., particularly where behaviour impacts safety, dignity, or the learning environment, may result in follow-up, corrective action, or further steps as outlined in this handbook.

Enrolment, Tuition & Financial Accessibility

Tuition Philosophy

Coast Karma Academy is committed to equitable access to education. Our tuition model is designed to be transparent, dignified, and aligned with our mission. No student is denied admission solely due to a family's inability to pay the maximum tuition.

Tuition Structure

- Tuition applies to **Grades 1–9**.
- The **annual tuition per student is \$8,500**.
- Sibling adjustments apply.

See further details in **Appendix A**.

How Tuition Is Calculated

Tuition is determined using:

- **Household income**, defined as the **sum of parent(s)' or guardian(s)' Line 23600 (Net Income)** from the most recent Canada Revenue Agency Notice of Assessment.
- **Board-approved income bands**, outlined in **Appendix A**.

Assets, savings, and property values are not considered.

Tuition calculations are administered by a **third-party accounting firm (MNP)**. Coast Karma Academy does **not** receive or review family financial details.

Confidentiality

All financial information is treated as strictly confidential. Regular staff do not have access to income or tuition calculation details.

Payments, Discounts & Refunds

- A **\$500 registration fee** is due at the time of confirmed registration (non-refundable).
 - Remaining tuition is payable in **equal monthly installments from September to June**, due on the first of each month.
 - A **5% discount** is applied to tuition paid in full by **September 1**.
 - In the event of early voluntary or involuntary withdrawal, tuition is halted at the end of the month of departure. Any prepaid remaining months are refunded. There are no early departure penalties.
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Student Safety & Wellbeing

Child Protection

The safety and wellbeing of children are paramount. Coast Karma Academy is committed to protecting students from abuse, neglect, harm, or the threat of harm. All staff are trained in child protection obligations and reporting requirements in accordance with provincial law.

Bullying & Harassment Prevention

We are committed to providing a safe, caring, and inclusive environment free from bullying, discrimination, and harassment. Behaviour that undermines safety or dignity is addressed promptly and thoughtfully, with consideration of students' developmental needs and neurodiversity.

Supervision

Students are supervised before, during, and after school, on school grounds, and during school activities and field trips. Students requiring additional supervision receive appropriate support.

Medical Safety

The school maintains procedures for managing medical needs, including allergies and anaphylaxis. Emergency response plans are developed collaboratively with families where required.

Emergency Preparedness

Regular drills and preparedness measures are in place to ensure students and staff are ready to respond to emergencies. Families are informed of procedures and notified promptly in the event of an emergency.

Learning, Inclusion & Student Support

Coast Karma Academy is an inclusive, specialized school serving a neurodiverse student population.

- Students with identified needs have **Individualized Education Plans (IEPs)** developed and reviewed in collaboration with families.
 - Instruction is differentiated and supported by trained staff and specialists.
 - On-site and coordinated services may include educational assistants, behaviour interventionists, and allied professionals.
 - Planning for transitions, including post-school pathways, is part of our commitment to long-term student success.
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Student Conduct & Community Standards

Student behaviour expectations are guided by **S.H.I.N.E.** and taught explicitly.

- A **low-arousal, restorative approach** is used to support regulation and learning.
- Behaviour is addressed individually, with consideration of context, intent, and student needs.
- Progressive responses may include problem-solving, increased support, temporary removal from activities, or, in serious cases, suspension or withdrawal.

Families are kept informed and involved where concerns arise.

Privacy & Student Records (Summary)

Coast Karma Academy complies with the **Personal Information Protection Act (PIPA)**.

- Personal information is collected only for appropriate educational purposes.
- Records are stored securely and accessed only by authorized personnel.
- Parents and guardians have the right to access and request copies of their child's records.

Questions or concerns about privacy may be directed to the school's Privacy Officer.

Communication, Concerns & Appeals

Open communication is encouraged.

- Families are encouraged to raise questions or concerns directly with the classroom teacher or school administration.
 - Where concerns cannot be resolved informally, a **fair and impartial appeals process** is available.
 - No retaliation will occur as a result of raising concerns or participating in an appeal.
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Appendices

Appendix A – Tuition Schedule & Income Bands

Board Discretion Clause

All tuition rates, fees, schedules, and policies outlined in this Appendix are subject to annual review and may be revised at the discretion of the Board prior to the start of each school year.

The Annual Tuition, for a single student: **\$8,500**

Sibling Adjustments

Second child, 75% of first child: \$6,375

Third and subsequent children, 50% of first child: \$4,250 ea

Notes:

1. Household Income = Sum of parent's or guardian's line 23600 per CRA NOA
2. \$500 due at time of confirmed registration. Remaining amount due in equal instalments Sept-June. Payable on the first of each month. Payable to Coast Karma Society
3. 5% discount applied to tuitions paid in full by Sept 1
4. Cheques payable to Coast Karma Learning Society. Alternative payment options available upon request

Refunds:

1. \$500 registration fee is non-refundable
 2. Upon early voluntary or involuntary departure from the school year, tuition is halted at the end of the month of departure. Full refund will be provided, if applicable, for any remaining months. There are no early departure penalties.
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