Waterloo Region DECE Local (ETFO)
470 Weber Street North, Suite 204
Waterloo Ontario, N2L 6J2
519-804-9782
hello@wrdece.ca

**Requirements for Reimbursement for 2025-2026 Professional Learning (Effective July 1, 2025)**

For the 2025-2026 year, the maximum amount able to be claimed is $175.00 per member while the funds are available ($31,000 has been set aside, allocated on a first come first served basis). There is **no** carryover of funds from year to year. Reimbursement receipts must be dated between June 1, 2025, and May 31, 2026. The per member reimbursement amount and the total fund available will be set by the Local Executive, in consultation with the Professional Learning Committee each year.

The amount of reimbursement entitlement for each member that is in good standing will be **based on the 2024-2025 school years paid employment (last school year)**. For Occasional DECE members and those members on a Board Approved **unpaid** Leave of Absence throughout the prior school year, their funds will be prorated based on the amount of time worked. This prorated amount (based on 22 pay periods during the last school year) will be $7.96 per pay period worked during the 2024-2025 (last) school year. For clarity – if you did not receive a WRDSB paycheque last year, you will not qualify for reimbursement this year.

The application for the 2025-2026 year **must be received by the Local before June 15th** each year because the Locals fiscal year runs from July 1st-June 30th. **We ask that all cheques be cashed before June 30th.**

Items that **may** qualify for reimbursement include (but are not limited to):

- Reference/resource books pertaining to kindergarten
- Workshop/Conference/Course Registration pertaining to kindergarten
- Kindergarten related materials for use within the learning environment (not pom poms, stickers, etc. – not one time use materials)
- Machines/Tools to build a resource file pertaining to kindergarten i.e., Laminator, Cricut and Cricut accessories – cutting blades, vinyl, paper, transfer tape, etc. (NOT the Cricut Mug Maker)
- Workshop resources e.g., Brain Gym CD's, Loose Parts/STEM/STEAM Kits
- Professional Resource Membership Fees (not CECE yearly fees)
- Kindergarten AQ Course registration
- Second Language learning apps (i.e. Duolingo, Babbel, etc)

Items that **do not** qualify for reimbursement include (but are not limited to):

- Expenses incurred while attending workshops/conferences
- Release time/Occasional DECE to replace for workshops
- No iPads/Laptops/Chromebooks/Desktop computers

**If you have any questions regarding how to fill out this form, please contact hello@wrdece.ca with the subject line: PL Reimbursement Form**

Please complete the second page of this memorandum in full when applying for reimbursement for Professional Learning. **PLEASE PRINT OR TYPE**

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# Application for Reimbursement for 2025-2026 Professional Learning Fund

**Send completed applications by email or through the inter-office mail system to:**
**Email address: hello@wrdece.ca Subject line: Treasurer – PL Request** OR BY
**Inter-Office mail system: Name: DECE Treasurer, Department: E.O.T./DECE #04-19**

First & Last Name: _____Other name(s) used: _____

WRDSB EIN#: _____"Home" School Location: _____

Personal Home Address (incl city & postal code): _____

_____

Personal Contact number(s) Home/Cell: _____

Personal Email (not @wrdsb.ca email): _____

If you do not have a "home" school, where would you like your cheque sent?: _____

Please indicate your status of employment for the **2024-2025 (last)** school year:

Permanent – yes / no **OR** Occasional (including LTO) – yes / no

If in an LTO last year, what was the Start date of LTO?_____ End date of LTO?_____

On an Unpaid Leave of Absence – yes / no **OR** Paid Leave of Absence – yes / no

If on leave last year, what was the Start date of leave?_____ End date of leave?_____

Are you claiming for a book/CD/resource kit or item?_____

Briefly describe how the book/CD/resource kit or item will assist your professional growth:

_____

_____

_____

Are you claiming for an activity (i.e. workshop/conference/webinar)? _____

Please list the name of the workshop/webinar, sponsoring organization, location of workshop and date(s) of workshop webinar (i.e. Conestoga PRC, etc.): _____

_____

Brief description of workshop/webinar and how it will assist your professional growth: _____

_____

_____

The total dollar amount of all receipts included in your application: _____

**Please remember to include an itemized copy of the receipt for the book/CD/resource kit/activity/workshop/conference/etc. with details of date, location, cost, etc.**