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LHCS Statement of Purpose

We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life.

LHCS Mission Statement

Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ.

LHCS Vision Statement

As a diverse community, Kitchener Waterloo Christian School Society intentionally engages God's world, locally and globally, through distinctive educational programming, strategic partnerships and sustainable growth.

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| Effective Date: October, 2006 | Review Date: October, 2012 |
| Revision Date(s): | Committee: Finance Committee |

Policy 308 – Incentive Policy

This policy provides a framework in which any incentive program can be evaluated for use by Kitchener Waterloo Christian School Society (KWCSS).

An incentive is a reward that is designed to motivate a person or group to behave in a certain way for a desired outcome. An incentive program can benefit a group, an individual or both. In the same way, the incentive itself can be designed to motivate the group, the individual or both. While neither is inherently wrong, careful consideration and judgment will be required to determine whether or not a particular personal or group incentive is appropriate for KWCSS.

- No program should compromise the integrity or core values of KWCSS as outlined in the Constitution, 10 worldview statements, and purpose, vision and mission statements.
- No incentive program (whether group or personal) shall adversely affect community (i.e. sense of belonging and cooperation)
- All significant incentive programs should be created and implemented in accordance with the guidelines as outlined in Appendix A: Development, implementation and evaluation of an incentive program
- Incentive programs should be communicated to all involved
- All incentive programs should be financially responsible

- No program should negatively affect the image of KWCSS and/or LHCS
- All programs should be reviewed on a regular basis

Appendix A: Development, Implementation and Evaluation of Incentive Program

1. Establish a goal or objective and determine the means by which the results will be measured
 - a) clearly identify the goal of the incentive program (e.g. lower tuition, more students) and the target group;
 - b) establish appropriate measurement of the program's success and timeframe: develop/research a background on the proposed incentive program (e.g. previous attempts at the program, etc).
2. Develop and document the details of the program
 - a) develop an administrative structure which will clearly identify those responsible for management and accountability of the proposed program;
 - b) research and document the expected costs and benefits of the program;
 - c) ensure that the proposed program is financially responsible;
 - d) identify eligible participants;
 - e) present restrictions and limitations;
 - f) determine if the program will be optional or mandatory and develop a procedure for enforcing mandatory programs.
3. Examine and evaluate the impacts of the program on the following:
 - a) The image of KWCSS and LHCS;
 - b) The community spirit;
 - c) Individual members, presents, students, teachers and staff.
4. Communicate the proposed program to all involved
 - a) To ensure that all possible implications of the policy have been considered and that individuals and committees impacted by the program have sufficient time to adjust to its implications, it is important to:
 - i) contact all committees directly affected by this policy for their input and cooperation.
5. Board Approval:
 - a) obtain approval of all proposed programs by Board and/or membership (at Board's discretion);
 - b) at the Board's discretion, keep membership informed of proposed incentive program, carefully consider membership reaction and then decide if the program development should proceed, be revisited in the future, or be shelved permanently.
6. Implement the program upon completion of development and approval.
7. Review the program:
 - a) Evaluate the successes and problems of the program;
 - b) Measure the level of participation and actual costs and benefits;
 - c) Review and update program at least once a year;
 - d) Document and forward copy of review to Board Secretary.