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FROM: CHRISTINE LOVE, DIRECTOR OF INSTRUCTION - INCLUSION  
TO: INCLUSIVE EDUCATION EA'S  
RE: **ADAPTED AQUATICS PROGRAM EA SWIM GEAR REIMBURSEMENT**

EAs supporting students with special needs in the pool for the Adapted Aquatics program qualify for reimbursement of a swimsuit to a maximum of \$55.00. Please connect with Candice Young, Program Coordinator to confirm your entitlement.

Once approved, EAs will then purchase a suitable 1-piece suit or a swim shirt and swim shorts. Swimsuit must show as 1-piece and appropriate design for designated use. Regular t-shirts, two-piece swimsuit (unless deemed appropriate) or anything inappropriate would not be approved for reimbursement.



### **Reimbursement Procedures:**

EAs are asked to complete a Staff Cheque Request Form, the itemized store receipt (not just the debit slip), scan all together under one document and email to Jennifer Croteau in Inclusive Education (maximum \$55.00).

The purchase of one swimsuit by an EA is allotted each year.

If an EA is absent from the Aquatic Program, the EA taking over temporarily would not automatically qualify for this reimbursement – special exceptions *may* be made if the assignment turns into long term coverage, however, that will be assessed per situation upon discussion with Candice Young and Inclusive Education. Please email Jennifer Croteau, [jcroteau@sd22.bc.ca](mailto:jcroteau@sd22.bc.ca) Protocol will remain the same for any new staff changes.

EAs who attend the odd time or for a whole school swim day as a special event do NOT qualify (ie. Beach day or Waterslides).



*Christine Love*  
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*Candice Young*  
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