

Policy Number: ED 011	Title: Classroom Budgets
Performance Standard:	Original Date: 8/2006 Review: 5/2020 JS
	Policy Council Approval/Revision: 2/2018,5/2020 BOE Approval: 2/2018,5/2020

POLICY:

Each classroom will be given a dollar amount of money at the beginning of each year to be used for educational items specifically needed in their classroom. The Early Childhood Director will determine the yearly dollar amount based on the budget available.

PROCEDURE:

1. Every purchase will be pre-approved by a program director.
2. The director will review budget totals periodically and report back to the classroom teachers.
3. Classrooms should maintain a spending ledger.
4. Field Trips and nutrition activities do not come out of classroom budgets.
5. A set dollar limit will be given to purchase general supplies each spring. The dollar limit will be decided based on end of the year funding and purchasing trends.