



# Uncharted Shores Academy

## PARENT AGREEMENT FOR VENDOR SERVICES

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Credentialed Teacher: \_\_\_\_\_

Vendor Business Name: \_\_\_\_\_ Service Provided: \_\_\_\_\_

**Step One: Teacher Authorization of Expenditures:** *Parent, fill in top section, then return to your supervising teacher. Teacher must fill in amount authorized after checking student's budget and determining that the expenditure is of educational value, then calculate the ending date of payments.*

Amount Authorized: \_\_\_\_\_ Number of Sessions: \_\_\_\_\_ Cost per Session: \_\_\_\_\_

ENDING DATE OF PAYMENTS BY USA Charter School: \_\_\_\_\_

Teacher Signature Authorizing Vendor Expenditure: \_\_\_\_\_

**Step Two: Parent Agreement** Parent takes responsibility for choosing an appropriate vendor and understands that the vendor is not an approved instructor for Uncharted Shores Academy.

- **Parent/guardian accepts full responsibility for the safety of his/her child during the time spent with the vendor and his employees, and agrees to never leave his/her child unattended while with a vendor who has not been fingerprinted by Uncharted Shores Academy charter school.**
- **Parent/Guardian is responsible for examining the credentials or qualifications of this vendor.** USA has not assessed the Vendor's qualifications.
- Parent/Guardian understands that services provided by independent vendors **must NOT involve religious educational activities** and must only expand upon, not supplant, the main core standards-based academic lessons (in Language Arts, Math, Science, and Social Science), which must be completed under the direction of a credentialed teacher.
- The parent/guardian **agrees to provide proof of medical insurance covering the student** if the student is involved in a high risk activity, such as horseback riding, contact sport athletic activities, etc.
- The parent/guardian agrees to **obtain the vendor's verification of student attendance on a monthly basis** and return the verification to the student's Credentialed Teacher monthly in order for the student to continue the activity.

*I agree to the above vendor, understand the risks, and take responsibility for my child as indicated.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Step Three: Vendor Authorization**

1. Parent takes Vendor Agreement form to the vendor to sign (if not already authorized).
2. Vendor returns form with all required documentation to the school
3. Office checks and approves the vendor, returns copy to teacher and vendor, files original
4. Vendor may begin services after signed vendor form is approved.
5. Parent should note the Authorized Amount that the school will pay to the vendor, the ending date of service, and be willing to pay for any vendor services in excess of the cost allowed.
6. ***Parent MUST accompany and monitor child at all times while the child is with the vendor if a vendor is not fingerprinted with USA charter school.***

## **Step Four: Monthly Report**

1. Parent obtains a Monthly Report from the school website or from the Teacher each month
2. Parent signs and takes report to the vendor each month, vendor signs report
3. Vendor returns an invoice each month to office for payment.
4. Parent returns signed report to teacher each month
5. Teacher signs the monthly report and provides office with the report prior to office issuing payment to vendor. Teacher does not sign a report for services rendered past the ending date of payment.
6. Office pays vendor during regular monthly pay period if both the invoice and report have been received for services rendered.
7. Office refuses payment to vendor past the ending date of payments to be made. Invoice will be returned to vendor unpaid with a copy of the initial contract stipulating the ending date.
8. ALL reports MUST be obtained by the last day of the school year. Office may decline to pay reports not submitted in a timely manner. Vendor services will only be paid for the months of September through May. No vendor services will be paid for June, July, or August. No services will be paid in excess of the approved amount.
9. Monthly reports may be signed on the date of the activity for one time activities.

*I understand and agree to all the parent responsibilities in obtaining a vendor and ensuring timely vendor payment for services each month. I understand that I will be liable for payment should I neglect to provide appropriate documentation to the Credentialed Teacher on a monthly basis or should receive additional vendor services in excess of the amount indicated for the Total Cost on the Vendor agreement. Additionally, I agree to take responsibility for the safety of my child while with the vendor, and will not leave my child unattended with any vendor who is not fingerprinted for Uncharted Shores Academy.*

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_