

Hickman Charter School Use of Vendors Policy

Purpose of Vendor Classes

The purpose of vendors classes are to provide another opportunity for families to enrich the learning of their children. Vendor classes are not a core component of the HCS program and therefore not required.

Vendor Units

Parent Educators are allowed 20 units per child to use toward pre-approved off-campus offerings. This is the equivalent of \$200 per child, per year. Parents may choose to use all of their units with one vendor or any combination of vendors. Parents may also choose to use all of their combined units from all of their children with either one child or with an unequal allocation among their children. Once those units have been used, the parent is responsible directly to the vendor for any remaining balance.

Timeline for Use of Vendor Units

Vendor units may be used during the instructional calendar year they are provided (i.e. August -May). Vendor units may not be carried over from year to year. Vendor classes may be provided on weekends during the instructional year.

Vendor Approval Process

1. All vendors must be “sponsored” by a Hickman Charter School staff member. Families may recommend a vendor to their Education Coordinator for possible sponsorship.
2. A school administrator or designee will review the vendor recommendation to determine if they provide a duplicate service, sell religious product, provide a service deemed inherently dangerous, or has been previously denied as a vendor. If any of this is found to be true, a packet will not be sent to the vendor.
3. If all of the requirements have been met, a Vendor Packet will be sent. Vendors will be required to provide:
 - a. a signed Vendor Contract for the current school year.
 - b. a certificate of insurance with Hickman Community Charter District listed as an additional insured party in the amount of \$1,000,000.00.
 - c. a completed W-9
4. The vendor understands that all required documents need to be returned within the number of days specified in the Vendor Packet and must be completed prior to providing services.

Other Guidelines for Vendors

- Vendor units may be used for group classes only (three or more students in the same instructional session). Vendors may not provide private lessons.
- Vendor units can only be used toward tuition costs. Any registration fees, maintenance fees, annual fees, or equipment, clothing, travel costs, etc. are the responsibility of the parent.