

Hickman Charter School

Vendor Policy

Purpose of Vendors

Vendors provide another opportunity for families to enrich the educational opportunities available for their children. We offer two different categories of vendor services: **classes** and **curriculum**. Parents may choose to use any combination of vendors they desire, and can also decide how to allocate their available vendor funds among their enrolled students. (Once dollars are exhausted, parents will be responsible to vendors for any remaining balances.) Ordering policies differ for classes and curriculum with specific information for each available on our website. Education Coordinators can provide current information about the dollar amount available per school year, as well as answer any specific questions that arise.

Vendor Classes

Classes provide an opportunity for students to participate in off-site offerings that are of interest and value in pursuing established educational goals. Families are responsible to determine whether classes offered by vendors are appropriate for their goals; education coordinators are available to offer input and suggestions.

To utilize vendor class services, parents are requested to contact the vendor directly to obtain scheduling, cost and registration information, indicating that they will be using HCS vendor funds to pay for participation.

Vendor Curriculum/Materials/Supplies

When Hickman Charter School does not offer specific curriculum and related supplies and materials, parents may choose to use vendor funds for the purchase of such items. With the exception of consumables, these items are checked out to families for their use, and returned to be used by other families in the future. Refer to documents listed below for specifics about ordering curricular supplies.

Timeline for Use of Vendor Funds

Vendor funds may be used during the instructional calendar year they are provided (i.e. August-May). Vendor funds may not be carried over from year to year. Vendor classes may be provided on weekends during the instructional year. Vendor curriculum/materials orders may be submitted via Education Coordinators twice each year: Sept. 1 and Feb. 1