

## After School Vendor Agreement

SCVi requires a registration fee of one class fee, per child. This is payable to the SCVi Booster Club. All checks will be made payable to the school and ½ of the amount due to the vendor will be released on the first day of class and the balance will be released within 48 hours of the final class.

The registration fee covers the use of the school space, utilities and associated costs. It is expected that the classroom will be kept in the same or better condition as when class began. A fee may be deducted from the final payment in the event this condition is not met.

Vendors and any assistants are required to provide a successful background investigation no less than two weeks prior to the first class. We encourage you to complete this as early as possible as response time may vary. For the application and locations go to [link](#)

Vendors and any assistants are required to submit proof of a TB test, current within the last 3 years.

The vendor agrees to be on time to every class, stay for the full duration of the class and be committed to being at all classes. Missed classes that need to be rescheduled are frowned upon as this causes overlapping with the following sessions. Any emergency conditions must be coordinated through the After School Coordinator.

Vendor agrees that the children will NOT be left unattended at any time and will be supervised by the responsible party of this agreement. Any substitutes must be approved by the after school coordinator and are subject to the background check and TB test.

Smoking is not permitted on the school premises and is not allowed during the duration of this class.

Vendors are required to obtain and maintain insurance coverage for the duration of the session.

Vendors are required to complete a W-9 form and are subject to income reporting rules.

The Vendor agrees to provide a flyer to be approved by the After School Coordinator and once approved will then provide sufficient copies to be distributed to the students. Vendor will also provide the flyer in PDF format for electronic distribution and website display.

The flyer provided by vendor must contain the following:

- Detailed description of the class
- Dates and number of classes
- Time
- Age range
- Cost noting checks are payable to SCVi Booster
- Deadline for enrollment (The last Friday before class begins)
- Registration section requiring:
  - Child's name
  - Child's age
  - Emergency contact
  - Email address

Vendor is responsible for their supplies and equipment. The school shall take no responsibility for any damage during the class.

SCVi students will receive priority enrollment. All outside enrollees must be approved by the after school coordinator.

Classes are offered to SCVi students on a first come first serve basis until the maximum class size is met.

This agreement is not transferable.

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Signature of responsible party

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Date

This agreement is a guideline for all Vendors. We understand some situations may vary and encourage any questions to be directed to [afterschool@scvcharterschool.org](mailto:afterschool@scvcharterschool.org).