



COUNTRYSIDE MONTESSORI CHARTER SCHOOL

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Enrichment Vendor Agreement

Overview

After school Enrichment Programs at CMCS are designed to provide students with an opportunity to enhance and enrich their education. The classes offer students the chance to experience a variety of quality courses at reasonable prices.

The programs will offer one-hour classes for five to six consecutive weeks based on a predetermined schedule.

When a class is canceled, all attempts are made to add an extra day to the end of the session, unless otherwise noted.

Vendor Fingerprinting & Background Check

All instructors are required by the Pasco County School District to complete the Vendor Fingerprinting process. The fingerprinting is at a cost to the vendor and is good for 5 years (for all Pasco County Schools). Please follow these easy steps to complete the process:

1. Go to <https://www.pasco.k12.fl.us/hreq/page/background/> to schedule your fingerprints.
 - a. Use VENDOR - Code FPPascoVendor
2. Arrive prepared with:
 - a. Driver's license
 - b. Payment for fee

Schedule

Classes run one day per week and go from **3:30 pm** to **4:30 pm**.

Vendor expectations:

1. Arrive by 3:20 pm.
2. Park in the employee parking lot.

3. Sign in at the Front Office for a vendor's badge.
4. Instructors unable to teach a class are asked to call the Front Office by 9:30 am on the day of the class.

Arrival/Dismissal of Classes

At the conclusion of afternoon car line, instructors will be required to pick up enrolled students from the pavilion.

Students will be dismissed through the gates in between Bldg. A & B at **4:30 pm**. Instructors will only dismiss students to parents/guardians that bring a car sign to the gate or have proper photo ID.

Behavior Expectations

Since enrichment classes are paid, optional after school programs, instructors are obligated to deal with all behavior issues that may arise during those classes. Behavior issues will not fall under the purview of CMCS. Instructors should share behavior expectations with students and will be expected to communicate any behavior issues to parents, as appropriate. If students are not appropriate for your enrichment program, you may elect to remove the student and would be responsible for communicating that to parents. If a student is removed, they will be refunded the remaining balance of classes missed.

Payment for Services

A **W-9** and **invoice** is required before any checks can be written to instructors. Half of the payment will be made by the second class and the remaining half will be made at the final class of the session.

Vendors will set the price for their classes. CMCS will keep 30% of the price in addition to charging an administrative fee for each enrollment, and vendors will receive 70% of the price. Vendors may also ask for a supply fee per student.

If a vendor does not fulfill the obligations of teaching all dates of their session, they will not be paid the full fees. Missed class fees per student will be deducted from the final payment.

Vendor Agreements

A vendor will comply with all requirements of Sections 1012.32 and 1012.465, 1012.467 and 1012.468 Florida Statutes, by certifying that the vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes.

Vendor agrees that in the event the vendor or any employee who the vendor has certified as completing the background check and meeting the statutory standards is convicted of any disqualifying offense, the vendor will notify CMCS within 48 hours of such.

Vendors who have been awarded a contract and will be on campus when students are present are required to comply with the requirements of Florida Statutes, Section 1012.465.