

Greater San Diego Academy
PROCEDURE FOR USE OF ENRICHMENT UNITS
2010-2011

POLICIES AND CONDITIONS:

- ❖ All enrollment and attendance requirements and probationary periods must be satisfied before enrichment units may be used.
- ❖ In order to use enrichment units for courses, parent/guardian **must provide a completed** Request to Reserve Enrichment Units Form. Parent/guardian will then be mailed a voucher to be signed and given to the enrichment provider authorizing a specific payment plan from GSDA and directions on how to invoice.
- ❖ Parent/guardian understands this is a voluntary activity.
- ❖ Enrichment courses should address state standards in the areas of P.E., visual and performing arts, foreign language or other academic subject. Classes may include, but are not limited to: tennis, team sports, instruments, art, Spanish or tutoring.
- ❖ Traditional calendar year students will be provided a maximum of 70 units per month during the ten-month school year, while the student is in attendance for enrichment courses. Year-round school students will be provided a maximum of 60 units per month during the twelve-month school year while the student is in attendance for enrichment courses. Parent/guardian is responsible for any and all expenses beyond the maximum allowance, including partial or full payment for enrichment courses
- ❖ Enrichment units will not be accrued during the year for more than \$100 over the monthly allotment.
- ❖ All unused units will revert to the general fund.
- ❖ GSDA can only pay the authorized agency that provides an enrichment course.
- ❖ GSDA cannot reimburse parent/guardian for any expenses they have paid for an enrichment course. An exception has been made for classes contracted through YMCA's, Recreation centers/Community centers, Kroc Center, San Diego City Museums/Zoo, Wild Animal Park, San Diego Junior Theater, Little League/AYSO and Community Colleges (tuition only) when an original receipt is provided.
- ❖ Parent/guardian understands any fees for registration, nonattendance, materials, replacement materials, entrance or damages are the responsibility of the parent.
- ❖ Parent/guardian understands that he/she is responsible for transportation of the student to and from the site of the enrichment course and for supervision while attending.
- ❖ **Contracts with enrichment providers are between parents and vendor. GSDA bears no responsibility for damages, injuries, or other expenses incurred other than payments stipulated on the Request to Reserve Enrichment Units Form. The parent/guardian is responsible for all arrangements, agreements and supervision of the course.**
- ❖ **Parent and student agree to release GSDA from any responsibility related to this service.**

Education Code 44237(a) Every person, firm association, partnership or corporation offering or conducting private school instruction on the elementary or high school level shall require each applicant for employment in a position requiring contact with minor pupils who does not possess a valid credential...to submit two sets of fingerprints prepared for submittal by the employer to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and the Federal Bureau of Investigation.

Although it is stated that fingerprinting needs to be done only for those contract employees who are working at a school site, GSDA recommends that you do obtain a background check for all service providers. GSDA will provide this service at no extra cost.

SIGNATURE:

I/We have read the terms of this agreement and agree to the conditions set forth.

Parent Guardian

Date