

**Greater San Diego Academy
Charter Homeschool**



**Enrichment Class
Provider Handbook**

Dear Provider,

On behalf of the staff and students of Greater San Diego Academy Charter Homeschool, we want to thank you for your participation in our enrichment classes.

In this handbook, you will find a variety of information that should help you with our processes. School calendars are available on our website, www.gsdacademy.com. Feedback is always appreciated!

Sincerely,

Melinda Newkirk
Enrichment Class Coordinator
619-669-3051
mnewkirk@jdusd.net

GSDA LOCATIONS

Central County – Miramar

9636 Tierra Grande St., Suite 101
San Diego, CA 92126
Phone: (858)536-7930
Fax: (858)536-7935

East County – Jamul

13881 Campo Road, Suite A5
Jamul, CA 91935
Phone: (619)669-3050
Fax: (619)669-3066

North County – San Marcos

1645 Capalina Road, Suite 600
San Marcos, CA 92069
Phone: (760)752-7100
Fax: (760)752-7110

South County – Chula Vista

2232 Verus Street, Suite I
San Diego, CA 92154
Phone: (619)424-4100
Fax: (619)424-4113

web: www.gsdacademy.com

GSDA ENRICHMENT UNIT FUNDS PROCEDURE

The information below is to give you a better understanding of the enrichment fund procedure.

- Parents will fill out a GSDA Request to Reserve Enrichment Units form and return it to the GSDA Admin.
- GSDA will send the parent a Voucher, stating the payment terms, class name and class provider.
- The parent signs the voucher and gives it to the Provider for signature. The provider accepts the voucher in lieu of parent payment for the class.
- The parent or provider returns the original voucher to GSDA admin, faxes to 619-669-3066 or emails to mnewkirk@jdusd.net. Both parent and vendor should keep a copy for future reference.
- At the end of each month, the Provider sends an invoice along with attendance roster to GSDA's East County Site, attention: accts payable. US mail, fax or email are acceptable means of delivery. Be sure to follow the directions on the voucher form and invoice only after classes are completed.

Quick Summary:

1. Parent reserves funds.
2. Parent brings voucher to Provider for signature. Keep a copy!!!
3. Voucher is returned to GSDA.
4. Provider sends monthly invoice(s) and attendance roster to GSDA accts payable.
5. Payment is sent directly to the provider 30 days after receipt of invoice.

Remember: GSDA cannot issue payment for classes without an invoice and roster from the instructor and the completion of the above procedures.

Parents paying with their own funds

- In some cases our students may use all of their elective funds for other classes and will be paying the provider directly. It is the provider's responsibility in this situation to make payment arrangements directly with the parents.

On Site Classes

- The class time on the schedule includes a five minute set up and five minute clean up time. Our classrooms should be ready for the next teacher to walk in and begin teaching their class; they should not have to clean up after the previous class. Please ensure your students clean up around their work areas.
- Students should be supervised at all times. If you need to leave the classroom for any reason, please let a GSDA staff member know so they can monitor the class during your absence.
- If you will not arrive on time for class, it is important that you contact your GSDA admin.
- Occasionally, a situation will arise where you may need to cancel your class due to illness or unforeseen circumstances. Please contact your GSDA admin as soon as possible so notifications can be sent to parents.
- If your class will be giving a presentation where the parents will be invited, please make a flyer prior to arrival to hand out to the parents. The more advanced notice the better.
- Please check the provider mail area for messages and paperwork that need your attention.

Attendance Rosters

Please keep an attendance record of students signed up for your class. One will be provided to you on your first day of classes. Please let the Admin know of any additions or missing children. The roster will be needed in case of an emergency. See Emergency Plan in your folder for more information.

CONFIDENTIALITY

- Federal and State laws grant certain rights of privacy to students and their parents. Each student with whom you work has the right to expect that nothing that happens to or about him/her will be repeated to anyone other than authorized school employees.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the lead consultant.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family.

PHOTOS

For privacy reasons, photos should not be taken.

FOOD

For students' safety and parents' peace of mind, please do not provide food for your class. Some students may have allergies, known to them or not. In addition, some parents do not want their students to eat sugar, dyes, gluten, etc. and it is difficult for kids to resist.

If providing food is relevant to your class topic, please send only wrapped, "store bought" items for the student to take home. This will allow for their parent to decide if it is appropriate for them to eat.

If you are using food in the lesson (such as M&Ms), please send a note home to the parents at least a week before advising that food will be used prior to your class. As always, we have our students' best interests at heart.