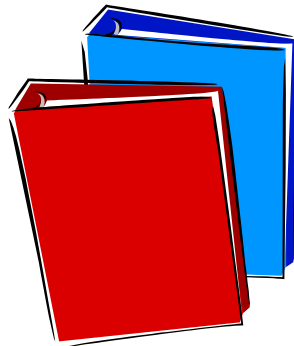


**Greater San Diego Academy
Charter Homeschool**



**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. Feedback is always appreciated!

Sincerely,

GSDA Staff

- 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 are running late and will not arrive on time for class, it is important that you contact your GSDA resource center.
- Occasionally, a situation will arise where you may need to cancel your class due to illness or unforeseen circumstances. Please contact your resource center 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 to hand out to the parents. The more advanced notice the better.

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 Form, addressed to the enrichment class provider, stating the amount that GSDA agrees to pay for the course.

- 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/provider returns the voucher to GSDA.
- At the end of each month, the Provider sends an invoice to GSDA's main office (Jamul Resource Center), attention: accts payable. Be sure to follow the directions on the voucher form.

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)
5. Payment is made directly to the provider within 30 days of receipt of invoice.

Remember: GSDA cannot issue payment for classes without an invoice 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 you directly. It is the Provider's responsibility in this situation to make payment arrangements directly with the parents.