



Enrichment Partner (formerly Vendor Course Instructor) Policies

Dear SVA Families:

Please read through the following document carefully, as it outlines the school's policies on Enrichment Partner (EP) use. Once you have read it, you will need to sign the [Enrichment Partner Policies Agreement form](#) on the SVA website to initiate the approval of your student's Enrichment Partner request.

Participation:

Participation in Enrichment Partner courses is completely voluntary and is not required to complete the Shasta View Academy academic program.

Safety:

SVA requires all Enrichment Partners to complete a livescan fingerprint clearance prior to working with our school. However, the PARENT/GUARDIAN understands that all individuals who may have contact with his/her child while attending Enrichment Partner activities/lessons or going to/coming from Enrichment Partner activities/lessons may not have undergone a fingerprint clearance or a criminal background check. The parent/guardian accepts full responsibility for the safety of his/her child by signing this document.

Fee Information:

- SVA will pay for up to \$120/month of Enrichment Partner activities/lessons for each student. Any amount owed to one or more Enrichment Partners over \$120/month is the responsibility of the family.
- Enrollment Fees/Additional Fees: Our funds cannot be used to cover any "enrollment" fees required by the Enrichment Partners or the cost of costumes, shoe rentals, equipment fees, etc.
- Unused Enrichment Partner funds cannot be credited to the family for use in the future and will not be reimbursed to the family.
- Siblings may not "share" Enrichment Partner monies. For example, if one sibling is only using \$100 of Enrichment Partner funds, we cannot allocate the remaining \$20 to a sibling's enrichment account.

Enrichment Partner Program days of service:

- SVA will only pay for Enrichment Partner services September 1 through May (first day of instruction in September until the last day of school in May).
- SVA does not pay for enrichment activities/lessons during the school's winter or spring breaks, and activities/lessons cannot be rescheduled for a time when school is in session.
- Activities/lessons my student misses will not be paid for by SVA. It is the parent/guardian's responsibility to find out what the Enrichment Partner's absence policy is. If my student misses two activities/lessons in a row, the agreement with the Enrichment Partner may be terminated.

Enrichment Partner Enrollment Information and Deadlines:

- All [Enrichment Partner request forms](#) are available through your student's SVA teacher or by contacting the Enrichment Partner Coordinator at enrichment@shastaview.org.
- All Enrichment Partner request forms must be signed by a parent/guardian, the Enrichment Partner, and your child's SVA teacher. They must include the amount per month you wish allocated to the Enrichment Partner. Once completed, you may email the form to your child's SVA teacher or to enrichment@shastaview.org for approval.
- Enrichment Partner enrollment requests and changes can be made until the last day of Learning Period 2 in Fall semester and last the day of Learning Period 6 in Spring semester.
- Once you have completed the form, the Enrichment Partner coordinator will process your request, and you will receive an email letting you know your request has been approved. **Your student's activity/lesson costs are NOT covered until you receive the approval email. SVA payments to the Enrichment Partner are NOT retroactive to the beginning of the month or semester.**
- If you choose to have your student work with an Enrichment Partner before you receive the SVA approval email, please be prepared to cover those costs out of pocket.
- If you don't receive an approval email within a reasonable time, contact your teacher or the Enrichment Partner coordinator at enrichment@shastaview.org

Gym Memberships:

- If a student has a gym membership through SVA (Sun Oaks, YMCA, etc.), they must use the facility a minimum of 4 times per month. If the student does not attend the minimum amount of time, the membership will be canceled.

Enrichment Partner Cancellations/Changes:

- If you need to cancel an Enrichment Partner, please fill out the [Enrichment Partner Cancellation Form online](#) on the SVA website and inform your child's SVA teacher and the Enrichment Partner.
- If an Enrichment Partner course is canceled after the enrollment deadline and before the semester is over, students must wait until the new semester starts to begin a new Enrichment Partner course course.
- Enrichment Partner enrollment and Enrichment Partner changes can be made until the last day of Learning Period 2 in Fall semester, and the last day of Learning Period 6 in Spring semester.

If you have additional questions, contact your teacher or the Enrichment Partner coordinator at enrichment@shastaview.org.

In summary, here is the process:

1. Find the Enrichment Partner list and forms at <https://www.shastaview.org/Enrichment-Partners/index.html>
2. Sign the [Enrichment Partner Policies Agreement](#).
3. Contact and Fill out the [Enrichment Partner Request Form](#) with your Enrichment Partner.
4. Email, scan or fax it to enrichment@shastaview.org.
5. Do not have students attend activities/lessons before September 1 or prior to receipt of the approval email from the Enrichment Partner Coordinator.

If you have additional questions, contact your SVA Teacher or the Enrichment Partner coordinator at enrichment@shastaview.org.