



EMPOWERING LEARNERS FOR 20 YEARS

JCS-Cedar Cove JCS LIVE JCS-Manzanita JCS-Mountain Oaks JCS-Pine Hills JCS-Pine Valley

JCS-Inc. Educational Enrichment Provider Agreement

This is the agreement for independent contractors only. If you provide services for hire independently (you have no employees, partners, or subcontractors) and under your own name (you pay income taxes as an individual), you may be an independent contractor.

This agreement is entered into by and between JCS-Inc. and the Independent Contractor _____ for the purpose of providing Educational Enrichment instruction services to JCS-Inc. students as outlined below.

THE TERM OF THIS AGREEMENT shall be effective on the date of approval and signature of the Executive Director and shall continue until the last day of the current school year unless specified otherwise in the agreement. This agreement may be terminated by giving ten (10) days written notice of termination to the other party thereto.

It is agreed that Educational Enrichment Partner will perform the following services for JCS-Inc.:

- Academic support and/or Tutoring: _____ (y/n)
- Small group instruction: _____ (y/n)
- Physical activities: _____ (y/n)
- List of activities provided:

As a third party Company/Contractor you are responsible for your own tools, equipment, facilities, and back office. Nothing shall be required of or provided by JCS-Inc. in order for you to fulfill your services as outlined in this contract. This includes all required attendance and other paperwork.

Services will be provided to pre-approved JCS-Inc. students providing a valid JCS-Inc. Attendance Slip at the following location(s):

- Place of Business _____ (y/n)
- Public Location _____ (y/n)
- List of Public Locations where services are rendered:

FEES

It is agreed that JCS-Inc. shall be Independent Contractor for services rendered according to the items listed on the attached FEE SCHEDULE.

Once this Contract is signed by both parties, these services and the agreed price for these services listed below cannot be altered by the Educational Enrichment Partner. The Educational Enrichment Partner agrees to the below schedule for the duration of the school year, and will not alter the substance o, nor the price at which the services are offered for the duration of the contract.

PAYMENT PROCESSING

JCS-Inc. utilizes a purchase order system to pay for the services that are rendered on this agreement to our students. A purchase order is first approved by Jcs-Inc. then sent to you. Services are not to be rendered to a student without FIRST acquiring a valid JCS-Inc. Attendance Slip from the Student/Parent. Services can then be provided to the student listed on the Purchase Order/Attendance Slip. JCS-Inc. will not pay for lessons taught **before** a purchase order has been issued to the Educational Enrichment Partner.



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Please verify that you have read and understand the following payment processing terms by initialing each of the following.

1. _____ It is agreed that upon approval of this agreement, JCS-Inc. shall issue individual purchase orders and JCS-Inc. Attendance Slips to the Educational Enrichment Partner for each student approved to receive services provided by the Educational Enrichment Partner. The purchase order number shall be referenced on all invoices and billing inquiries, and the Attendance Slips are required to be claimed using the JCS-Inc. online purchasing system.
2. _____ It is agreed that the Educational Enrichment Partner shall obtain proof of attendance from each approved JCS Inc. student by way of receiving the student Attendance Slip from the student at the time of instruction, and later entering that attendance in the JCS Inc. online purchasing system.
3. _____ It is agreed that within 30 days of receipt of purchase order the Educational Enrichment Partner will contact JCS-Inc. if no contact or communication has been made by the student. JCS-Inc. needs to be made aware before an absent/no show student can be submitted for invoicing.
4. _____ It is agreed that the Educational Enrichment Partner shall invoice JCS-Inc. monthly for services rendered. Invoicing made available by batching together all collected student Attendance Slips that have been recorded in the JCS-Inc. online purchasing system account and submitting for payment.
5. _____ Educational Enrichment Partner acknowledges that the terms of payment is NET 30 days (payment to be received within 30 days) from the time a properly submitted invoice is received by JCS-Inc.
6. _____ Educational Enrichment Partner acknowledges that ALL invoices must be received at the close of the school year by June 1st for payment. Invoices not received by June 1st will not be honored.
7. _____ Vendor agrees to contact ONLY JCS Inc. regarding billing and payment. Questions shall be directed to the accounting department at 760-765-3847 and issues with billing and payments will NOT be discussed with students, parents or guardians.

INSURANCE

JCS-Inc. and their sponsoring districts assume no liability for workers' compensation or liability for loss, damage or injury to person(s) or property during or relating to the performance of service under this agreement. Independent Contractor is responsible for holding and providing its own liability insurance.

INDEMNIFICATION

Independent Contractor agrees to defend, indemnify, and hold harmless JCS-Inc. and sponsoring districts for any and all liabilities, losses, damages, fines, judgments, settlements, or expenses (including attorney's fees) (a) arising out of any negligent or intentional act or omission by Independent Contractor or of any person, firm, or corporation directly or indirectly employed by Independent Contractor upon or in connection with this agreement; (b) resulting from any breach or default of this agreement which is caused or occasioned by the acts of Independent Contractor; or (c) resulting from any infringement of a third party's intellectual property.

FINGERPRINTING COMPLIANCE

Independent Contractor shall submit to Live Scan fingerprinting for both Department of Justice and FBI criminal background checks. This agreement does not take effect until receipt of valid DOJ clearance. Agreement shall terminate immediately upon notification by the DOJ of a criminal action pending upon charges of a commission or a conviction of a violent or serious felony as defined by statute.



Central Office
PO Box 2470 Julian, CA 92036
760-765-5500
www.jcs-inc.org

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TB TESTING COMPLIANCE

If providing services to a JCS-Inc. facility, Independent Contractor shall submit a recent (within 6 months of application) certificate of TB clearance issued by a licensed physician.

INDEPENDENT CONTRACTOR

The relationship of JCS-Inc. and Contractor is that of independent contractors. Contractor is neither an agent nor employee of JCS-Inc. for any purpose whatsoever, and is not entitled to any rights, privileges or benefits provided for employees of JCS-Inc.

NON-DISCRIMINATION

Independent Contractor stipulates that Independent Contractor provides the same services outlined in this contract with JCS-Inc. to the general public without discrimination because of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

I certify that all the above information, as well as all other information given to JCS Inc. in the form of electronic correspondence, and/or documents submitted either electronically or otherwise, is true and accurate. I understand the information and/or documents provided (with the exception of that which is confidential by nature) will be available publicly, and be displayed on various JCS Inc. websites and other media.

Independent Contractor Name (please print)

Independent Contractor Signature

Date

Jennifer Cauzza, Executive Director
JCS-Inc.
1704 Cape Horn Ave. / PO Box 2470
Julian, CA 92036

Date



JCS Family

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FEE SCHEDULE

Instruction Unit	Price	Description