



Educational Enrichment Partner Approval Guidelines

Company Educational Enrichment

JCS-Inc. will approve companies providing Educational Enrichment services to students according to the following guidelines:

Educational Enrichment Partner services and limitations

- Educational Enrichment Partner must provide services that further the educational goals of a public school student. JCS-Inc. may not provide anything of value to a JCS-Inc. student that a school district could not provide to a similarly situated student. This does not mean JCS-Inc. will provide all programs or services available from a particular local school district. JCS-Inc. Educational Facilitators, administration, and the JCS-Inc. Board have final authority in what Educational Enrichment Partner services will be made available to JCS-Inc. students. In addition, not all services available from an approved EEP Educational Enrichment Partner will be available for public school use.
- School funds cannot be used to purchase any religious materials or services for a student.
- Educational Enrichment Partner must be open to and serve 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.
- Educational Enrichment Partner must provide services in a public facility appropriate to the nature of public school use. This means the Educational Enrichment Partner must assure that the facility used for the service meets either Field Act or local city codes for safety:
 - EEP Educational Enrichment Partner may provide services at a JCS-Inc. facility if such facility is made available for use by JCS-Inc. home study students. Educational Enrichment Partners should contact the facility coordinator to inquire about available space at the facility.
 - Educational Enrichment Partner remains responsible for loss, damage, or injury to person(s) or property during or relating to the performance of services by the Educational Enrichment Partner even when choosing to provide services in a JCS-Inc. facility when such facility is available for use by JCS-Inc. home study students.

Educational Enrichment Partner Liability

- Educational Enrichment Partner must hold and provide a copy of a current business license.
- JCS-Inc. assumes no liability for worker's compensation, or liability for loss, damage, or injury to person(s) or property during or relating to the performance of services by the Educational Enrichment Partner.
- Educational Enrichment Partner is responsible for holding and providing Educational Enrichment Partner's own commercial or professional liability insurance.

- JCS-Inc. may choose to waive verification of an Educational Enrichment Partner's liability insurance if (1) not providing physical activity services, or (2) Educational Enrichment Partner provides services only while student's parent(s)/guardian(s) is (are) present, or (3) Educational Enrichment Partner provides services only at a public location such as a public library, community center, or park or provides services only at an available JCS-Inc. facility.
- Educational Enrichment Partner retains liability for loss, damage, or injury to person(s) or property during or relating to the performance of services by the Educational Enrichment Partner even if JCS-Inc. does not require verification of an Educational Enrichment Partner's liability insurance.
- Educational Enrichment Partners providing physical activity services (e.g. dance, gymnastics, equine science, martial arts, sports, etc.) or art classes where a kiln is on the premises, must hold and provide a copy of a current certificate of liability insurance for a minimum of \$1,000,000.00 per occurrence/\$2,000,00.00 general (annual) aggregate, and must add JCS-Inc. as an additional insured to said liability insurance policy.
- Educational Enrichment Partner with employees must hold and provide a copy of a current Workers' Compensation policy with JCS-Inc. as a certificate holder.

Accounting Office Policies: Not following these guidelines will result in delayed payments.

- Educational Enrichment Partner must be willing to accept purchase orders.¹
- Educational Enrichment Partner must be willing to abide by JCS-Inc. accounting policies, including collection and submission of evidence of service (such as invoices and attendance sheets).²
- Educational Enrichment Partner is responsible to invoice JCS-Inc. for services (usually monthly) after the performance of services. *Monthly billing is not a requirement, only strongly suggested.*

○ Each invoice must include the following:

Invoice date

Educational Enrichment Partner Name, Address, Phone and Fax Number

PO Number (*Must be on invoice or we will be unable to process*)

Description of services provided

Service month (or dates)

Amount

Student name

Educational Enrichment Partner Authorized Signature

Any necessary notes

i.e. If the PO states 1 lesson is for 1 hour but you are billing for 2 hours, you must state this to be paid correctly.

If a student is making a class up, state what day/month it is for.

If a student is a no-show, state whether it is unexcused

There is a sample invoice in the Welcome Packet.

- Educational Enrichment Partners must keep an attendance log for students that are taking the lessons with their invoices. It is expected that attendance logs are maintained and JCS Inc. reserves

the right to request logs for auditing purposes. Failure to provide logs could result in the termination of the agreement between JCS, Inc and the Educational Enrichment Partner.

o Each attendance sheet must include the following:

Date the student attended the lesson

Name of the class/lesson

Students name printed

Student/parent signature

Educational Enrichment Partner authorized signature

There is a sample attendance sheet in the Welcome Packet

- Educational Enrichment Partner must direct all billing and payment inquiries only to the JCS-Inc. accounting department, please do not direct inquiries to students or parents as this will cause a delay in response.
- Educational Enrichment Partner must notify JCS-Inc. Accounts Payable in writing of any change to Educational Enrichment Partner's "remit to address."
- Educational Enrichment Partner understands that JCS-Inc. policy for payment is Net 30, that is, you will be paid within 30 days of JCS-Inc. receiving all correct paperwork.

① A purchase order is a legally binding document between JCS-Inc. and the Educational Enrichment Partner. It details the services JCS-Inc. agrees to purchase at a certain price and under what terms. Educational Enrichment Partners use purchase orders for payment processing. Once services have been provided, the Educational Enrichment Partner prepares an invoice based on the terms of the purchase order. To expedite payment, the Educational Enrichment Partner must reference the purchase order number on their invoice. Once all terms of the purchase order have been met, the purchase order is complete, and may no longer be used for payment processing.

② An invoice is an itemized bill created and sent by the Educational Enrichment Partner to JCS-Inc. after the performance of services, no more than once per month. The Educational Enrichment Partner's invoice must reference the Purchase Order Number and other details the JCS-Inc. accounting department needs in order to process payment. Educational Enrichment Partners may use their own invoice, or JCS-Inc. provides Educational Enrichment Partners with an example invoice that can be modified using word processing software.