

## **Thank you for choosing Momentum Dance as your charter school vendor.**

We are an approved vendor for the following charter schools:

Excel Academy

Inspire Charter School

Sage Oak

Valiant Prep

iLead Charter School

Julian Charter School

Sky Mountain

### **As your charter school vendor Momentum will do the following:**

-Fingerprint through Live Scan and conduct a criminal background check on all employees using Momentum's ORI number issued by the Department of Justice.

-Provide the charter school with proof of liability insurance and business license.

-Invoice all charter schools monthly for classes taken, including \$5 additional fee per student. Per the charter school policy, billing is done at the completion of each month. Invoices will be submitted within 15 days after the end of the month.

-Follow up with charter school on any missing payments and inform parent if there is an issue with payment.

### **As a parent of a charter school student the following is required:**

-Contact your ES/EF and request a PO for monthly funds prior to starting classes. The monthly fee request will include an additional \$5 per child for charter school billing fee. The purchase order needs to be approved by your charter and received by Momentum before enrollment.

-Provide Momentum with a copy of PO or voucher if requested. The PO or voucher is usually sent to Momentum by the charter school.

-Contact Momentum and keep us updated on any changes to classes attended per month.

-Work with ES/EF to make any PO changes as needed when classes are added or dropped.

-Parent is required to pay for any fees that are not paid in full by charter school. Charter schools pay on a Net 30 basis after invoices are received by the school.

-Registration, Summer, Competition and Performing Team Fees are covered per individual charter school's policy.

-Your signature on your dancer's registration form signifies your agreement to these policies and procedures.

If you have any questions regarding the charter school policy, please contact the front desk. We are happy to assist you.

Momentum Staff

**I have read and understand and will uphold this agreement.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_