



Heritage Christian Online School
905 Badke Road
Kelowna, BC V1X 5Z5
1 (877) 862-2375 (toll free)
(250) 862-2376 (Kelowna Head Office)

Lesson/Service Provider Agreement

We are excited to partner with our students for Educational Lessons, Sports, Camps, Workshops and Services and would like to invite you to be an official HCOS Lesson/Service Provider. We issue enrolled students a Purchase Order Number as authorization to 3rd Party Bill HCOS. PO#s change each year and expire MAY 15th.

- ❖ All lesson/service providers **MUST** adhere to our Criminal Record Check (CRC) policy **before** payment will be issued. *Please contact our Kelowna office for the CRC Requirement that pertains to your situation depending on whether the “payable to” for invoices is an “individual” or an “organization/company”.*
- ❖ We do not begin paying for lessons, sports, services or activities until OCTOBER at which time we can cover service dates from September to the end of January in the first payment. *Any lessons requiring payment prior to October are the parent’s responsibility.* We do not generally pay the full year up front and will need another invoice for anything further a family may want paid by HCOS (dependent on funds available at the time of invoicing).
- ❖ HCOS is **not** able to pay for **Rentals** of Equipment (i.e. music instruments) Costumes, or supplies, etc.
- ❖ Please Note - The “contract” for lessons/services is between the parent and the vendor (not with HCOS). *If, after we receive an invoice, we determine the family does not have sufficient funding to cover the lessons or services, the invoice will be re-directed to the parent for payment by the parent.*
- ❖ Terms of payment - 30 days from the date the invoice is received by HCOS (*beginning in October*).
- ❖ We need a separate invoice for each family with a break-down of lessons/services for each student (including PO#s). *Please include the start and end dates of lessons/services billed and break-down of taxes (where applicable). If you do not have your own invoice form we have provided one (for your convenience) at “www.onlineschool.ca” and go to “other”, “school supplies”, “resource vendors” to the link there.*
- ❖ REFUNDS of lessons/services paid by HCOS must be made to HCOS...not the family. *Please make refund cheques payable to Heritage Christian Online School and mail to Accounts Payable (address above).*
- ❖ **If you would like to participate in this program please fill out the information and submit to the HCOS office, keeping a copy for your own reference. *Appropriate CRC instructions will be sent to you.***

LESSON PROVIDER (Vendor) NAME: _____

PAYABLE TO (Very Important): _____

Mailing Address: _____

Contact: _____ Phone: _____

EMAIL: _____ DATE: _____

Please submit invoices to Heritage Christian ONLINE School OR Email to accounts@onlineschool.ca



September 1, 2013

Dear Lesson/Service Provider:

Recent changes in the requirement for Criminal Record Checks (CRCs) means that we as a school have to do our due diligence in requiring CRC's for anyone working with children.

In correspondence from Theo M. VandeWeg, Inspector of Independent Schools, we have been informed:

Authorities operating independent schools are "employers" under the Criminal Record Review Act (CRRRA). Pursuant to the CRRRA, employers must obtain Criminal Records Checks for their employees who work with children. The CRRRA defines an employee as "an individual who is employed by an employer and includes an independent contractor who has entered into an agreement with an employer" (CRRRA, Part 1,1).

The CRRRA does not apply where the third party service provider is an organization. When contracting with organizations, Independent School Authorities need to satisfy themselves that the organization has conducted appropriate background checks on its employees.

How does this affect you?

1. "Individual" Lesson/Service Providers will need to contact the HCOS head office in Kelowna for the Justice Ministry Criminal Records Check detailed instructions. Please phone office or email Reception at office@onlineschool.ca. IMPORTANT - We cannot accept RCMP/Police Criminal Records Checks for "individual" lesson/service providers.
2. "Organizations" will need to provide a dated and signed letter, on letterhead, confirming that your organization requires criminal records checks from everyone working with children and vulnerable adults. We do not need names or details...just confirmation that you have the CRC requirement for everyone (including volunteers).

Once the CRC or CRC confirmation Letter is in place it will be valid for 5 years. Please note that we will only be able to make lesson/service payments to those organizations who have provided a letter or individuals who have completed the Justice Ministry CRC for our school. Responding quickly will allow for a seamless transition to this new process.

Looking forward to hearing from you.

Sincerely,

Ted Gerk
Director of Operations
tgerk@onlineschool.ca