



301 W. Washington Blvd.
Crescent City, CA 95531
Phone: 707-464-0390
FAX: 707-464-0700

DEPENDENT VENDOR/TUTOR TIPS AND PROCEDURES

Dependent vendors and tutors are paid on an hourly basis. If there are materials and supplies needed for the services you provide, you will be reimbursed for these costs separately – please do not include them when calculating your hourly wage.

Meeting with students:

- Do not meet with students until a Dependent Vendor/Tutor Contract and Authorization Form has been completed with all required signatures. You will be notified by a Castle Rock employee that you may begin providing services.
- You must meet with Castle Rock students in a public school or public facility appropriate to the nature of public school use. You may also meet in the student's home if the parent/guardian is present. You may not meet in your own private residence.
- You must meet and provide services on a school day (please refer to school calendar).

Work Samples:

- Please provide one work sample per student per month. Ideas for work samples:
 - Picture of an art project
 - Completed written assignment
 - Completed vendor progress form
- Please submit work samples before the last day of the learning log period (learning log dates are available on the school calendar)
- Work samples may be turned in to a Castle Rock employee or distributed to the teachers' mailboxes.
- Work samples may also be emailed to the teachers. Teachers' email addresses are the teacher's first letter of their first name, followed by their last name @delnorte.k12.ca.us
- There is a school calendar as well as links to teachers' emails on the Castle Rock website on the Teacher Page. You can access the website through the following link: [Castle Rock](http://www.castlerock.k12.ca.us) or by visiting www.delnorte.k12.ca.us, select County Schools and then select Castle Rock from the dropdown menu.

Getting Paid:

- Time sheets are provided by Castle Rock Charter School and must be completed on a monthly basis and turned in on the last day of each month.
- If you are a Del Norte County Unified School District employee, you will complete a monthly time sheet that runs from the 15th of the month to the 14th of the following month and time sheets are turned in the 14th of the month.
- Time sheets must be originals and completed in ink (preferably blue ink).
- Do not use white out on time sheets. If you must correct an error, please line through it and initial the change.
- Do not include a student's name on the time sheet that does not have an approved Vendor Authorization Form on file.
- Payday is on the 10th of the month. Paychecks can be picked up at the District Office (301 W. Washington Blvd.) If you don't pick up your paycheck, it will be mailed to you on the next business day.
- If you are a Del Norte County Unified School District employee, you will be paid on the last day of the month.
- There is a limit of \$185 per semester for non-core curriculum (Art, Music, PE, etc.)