

TBCS Parent Reimbursement Guide for:

1. Amazon Purchases
 2. Computers
 3. Gym Memberships
 4. Instructional Lessons
 5. Internet Services
-

1. Amazon Purchases

Upload these documents into ParentVUE:

- Full receipt must be uploaded, no partial screen shots
- Amazon receipt must show “Shipped” status

General Info:

- Items for reimbursement must show “Shipped” status.
- If multiple siblings share a receipt, write student initials next to their items.

Item description example: Books, markers, rulers

2. Computers

Upload these documents into ParentVUE:

- Receipt of purchase
- Picture of the computer’s model and serial number plate

General Info:

- Computers that are reimbursed using student allotment are therein considered property of Twindly Bridge and will be given an inventory number which is attached to the student’s MSBSD Student ID Number.
- Upon the student’s withdrawal or graduation from Twindly, parents must pay a District-provided depreciation price for the computer. If you’d like to know your computer’s depreciated price, please call Twindly’s front desk.
- Computer inventory numbers can be transferred between siblings.
- Apple Computers can be ordered and purchased using funds from your student’s allotment. Speak with your advisor for more information.
- Get pre-approval from your advisor before purchasing a computer out-of-pocket.

Item description example: Dell Latitude 3310 2-in-1

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3. Gym Membership

Upload into ParentVUE:

- First submittal: Gym contract showing names of persons included on the membership
- Monthly invoice with proof of payment.

General Info:

- Gym memberships can include a lot of extras but only the **family membership monthly fee** is reimbursable. If you have questions about educational lessons given by your gym, ask your advisor.
- A PE course must be listed on your student's ILP.
- The membership registration fee is reimbursable.
- Multiple months may be uploaded on the same line of the reimbursement request; the receipt total will be the total amount for all months. Be sure to combine all bills/proofs of payments into a single .pdf before uploading.

Item description example: Gym Membership Jan-March

4. Instructional Lessons

Upload into ParentVUE:

- Receipt with vendor name, contact information, date, dates of service/itemization, price, proof of payment.

or

- Create a custom receipt when a standard receipt is not available; fill out an **Instructional Receipt**. Be sure to have the vendor fill out and sign the bottom of the form.

General Info:

- Instructional lessons are educational services provided to students, paid out-of-pocket by parents. Lessons must correlate with your student's ILP. Parents must sign an **A&M waiver** to be reimbursed for these lessons. Lessons taught by a family member are NOT reimbursable.

Item description example: Karate Lessons Mon & Wed 1/11 - 2/14

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5. Internet Service

Upload these documents into ParentVUE (3 different options):

- Page 1 of the monthly statement AND Page 1 of the next month's statement showing proof of payment of the previous month
- or-
- Page 1 of the monthly statement AND a payment receipt
- or-
- If "Auto Pay" or "Credit Card on File" is on the statement, upload only Page 1

General Info:

- Up to \$175 per month per family is reimbursable.
- Deduct from one student at a time; don't divide the month's cost between siblings.
- Multiple months may be uploaded on the same line of the reimbursement request; the receipt total will be the total amount for all months. For example: Internet Bill Dates Jan15- April 15 / \$396.00. Be sure to combine all bills/proofs of payments into a single .pdf before uploading.

Item description example: Internet Bill Date Jan 15

Twindly Bridge Charter School

Matanuska-Susitna Borough School District

Phone: (907) 376-6680 141 E. Seldon Rd. Wasilla, Alaska 99654 Fax: (907) 376-6683

Instructional Receipt

Student's Name _____ Grade: _____ ILP Course: _____

Vendor: _____ Rate: \$ _____ per: _____ (ex: \$40/month or \$20/hr)
 Mailing Address: _____ Phone# _____
 _____ Email: _____

Date	Time	Instruction Description	Hours
<i>1/10/2011</i>	<i>3-4:30pm</i>	<i>Basic chemical reaction -or- upper body workout</i>	<i>1.5 hr</i>

Total Instructional Time:	
Total Paid for above Time:	

TBCS will reimburse for instruction only when:

- Instruction is directly connected to the student's ILP as an element of the specific course of study listed above.
- The costs of annual passes or family memberships are prorated to include only the cost of the specified student when participating in his/her instructional plan for the ILP specified course of study.
- Instruction has been completed and payment has been made.
- NOTE: Fees paid to an Instructor can not be reimbursed if provided by a family member (spouse, guardian, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, child, uncle or aunt)

Parent

I verify that my student has participated in the listed instruction and I have paid the following fees:

Parent/Guardian Signature: _____ Date: _____

Vendor

I verify that I have provided the listed instruction and have collected the following fees for that instruction:

Amount Paid \$ _____ Date Paid _____ Method: Check# _____ Other (list) _____

Instructor Signature: _____ Date: _____

Print name: _____



Matanuska Susitna Borough School District

Business Services

501 N. Gulkana
Palmer, Alaska 99645
907-746-9201 907-761-4083 Fax

"Preparing students for success".

July 30, 2010

Dear Parents and Guardians:

As a parent of student(s) attending Twindly Bridge Charter School, you are aware you have the option of working with vendors to provide services to your children whereby the contractors are paid directly by the MSBSD or you may obtain the services personally from a non-contracted vendor and be reimbursed by the district.

As of August 1, 2009 all Professional Services Contractors are required to provide additional insurance coverage where the contractor will be working directly with children without school district personnel present. The general liability policy must be endorsed to extend coverage for Wrongful Acts including Abuse and Molestation in the amounts of \$500,000 per occurrence and \$1 million general aggregate.

Therefore, you will need to sign a Waiver of Liability, Assumption of Risk and Indemnity Agreement (attached) relieving the District of any liability for those vendors that you have chosen directly to provide services for your student(s). Additionally, in some cases, contractors you have chosen are either not eligible to get the full amount of insurance coverage required or choose not to. Under those circumstances you will also be required to sign a waiver for those contractors that do not acquire the amount of insurance the district requires. You may contact your school administrative office for a list of those contractors to determine whether or not the waiver will be required. Additionally, a diagram clarifying when a signed waiver is required is attached for your reference.

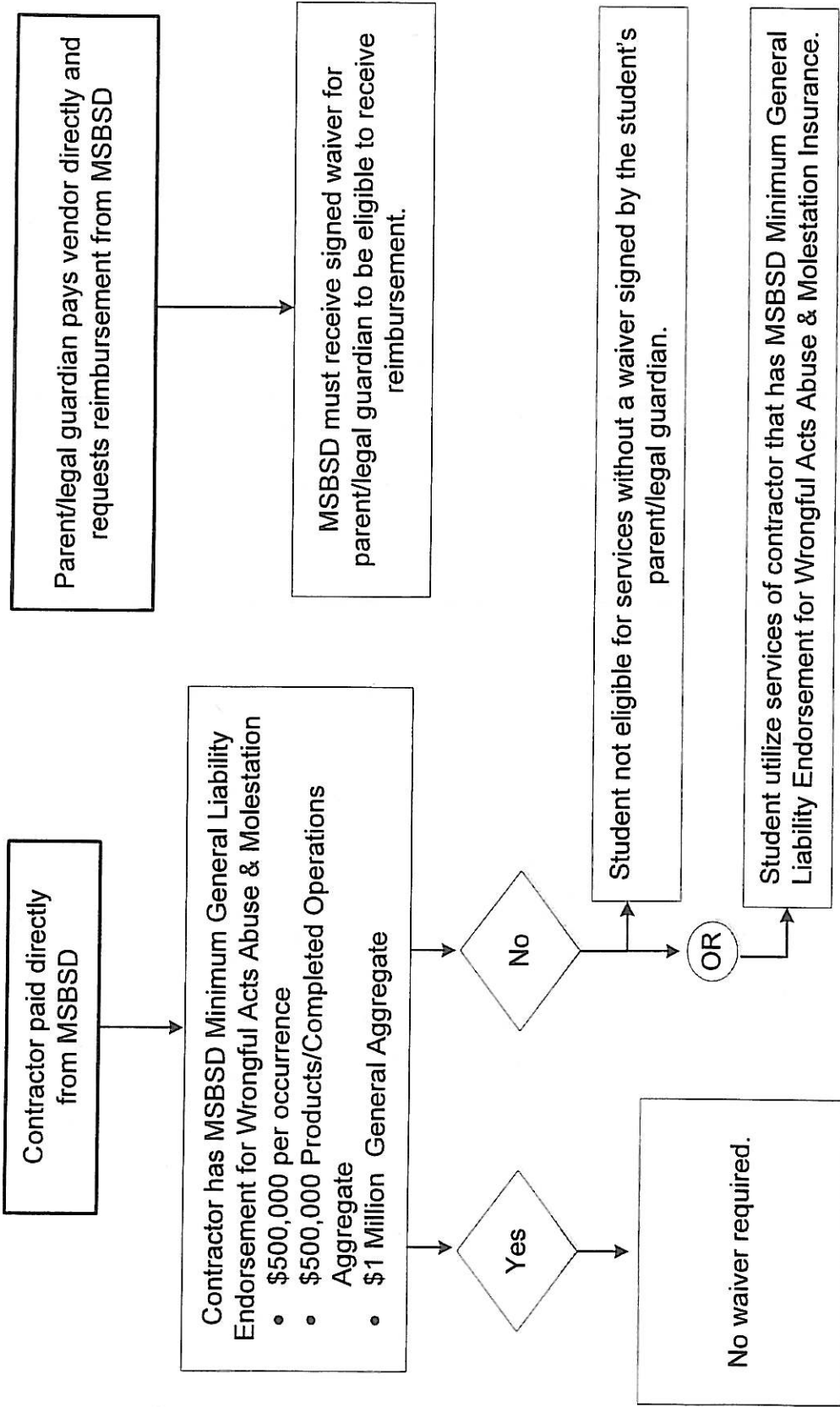
We apologize for any inconvenience this may cause but are confident that these procedures are in the best interest and safety of our students and the Mat-Su Borough School District. If you have any questions please do not hesitate to call me at 907-746-9260.

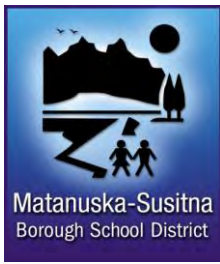
Sincerely,

A handwritten signature in cursive script that reads "Terrie Irwin".

Terrie Irwin
Chief Financial Officer, Mat-Su Borough School District

Parent Waiver Form Requirements





Matanuska Susitna Borough School District

Business Services

501 N Gulkana

Palmer, Alaska 99645

907-746-9201 907-761-4083 Fax

*“Developing citizens for a global society by inspiring students to think
Learn, achieve, and care”*

Waiver of Liability, Assumption of Risk & Indemnity Agreement Professional Services Contractor Waiver for:

Twindly Bridge Charter School

Students’s Name: _____ Student’s Name: _____

Students’s Name: _____ Student’s Name: _____

Students’s Name: _____ Student’s Name: _____

Parent (Please print name)

Initials

WAIVER: In consideration of disbursements made to the Parent (identified above and hereinafter “Parent”) by the Matanuska-Susitna Borough School District (hereinafter “MSBSD”) for the Parent’s utilization and direct payment to any and all Professional Services Contractors (hereinafter “Contractors”), Parent hereby releases, waives, discharges, and covenants not to sue the MSBSD, its officers, employees, and agents with respect to any and all claims of any nature arising from the services performed by any and all such Contractors. _____ **(initial)**

ASSUMPTION OF RISK: The Parent understands there are inherent risks connected with the provision of Contractors’ services when MSBSD is not in direct supervision of such services. Such risks include, but are not limited to, ineffective provision of services, wrongful acts, etc. by Contractors. The Parent acknowledges that use of the Contractors’ services is voluntary and agrees to assume any and all such risks when direct payment is made by Parent to Contractors for said services. _____ **(initial)**

INDEMNIFICATION AND HOLD HARMLESS: The Parent agrees to indemnify, defend and hold harmless MSBSD from any and all claims arising from services provided by Contractors who are paid directly by the Parent. _____ **(initial)**

ACKNOWLEDGMENT OF UNDERSTANDING: The Parent hereby acknowledges and agrees that he/she has read and fully understands this waiver of liability, assumption of risk, and indemnity agreement. The Parent hereby acknowledges and agrees that substantial rights are being given up, including a potential right to sue the MSBSD, when Contractors are paid directly by the Parent under a Professional Services Contract. The Parent hereby acknowledges and agrees that he/she is signing and initialing this agreement freely and voluntarily. The Parent further acknowledges and agrees that by his/her signature it is intended that this agreement constitutes a complete and unconditional release of the MSBSD with regard to any and all potential liability relative to the provision of services by Contractors to whom the Parent elects to pay directly under a Professional Services Contract. _____ **(initial)**

Signature of Parent

Date