### Description of Service Provider

#### Tutors

- ALL Tutors that tutor on school grounds **must** be Archdiocese employees
  - School employee, on their own time, outside of their employment with the school
  - no outside tutors (unless qualify as an Outside Company and then those rules apply)
  - Principal, via tutor permission slip, will monitor how many students employee is tutoring and who is on campus and when

#### Outside Companies

- Program/Class/Camp/Club is taught by:
  - Bona fide business providing educational services

#### School Club/Camp

- Program/Class/Camp/Club is taught by:
  - Employee or parent volunteer
  - math club, chess club, coding camp, arts & crafts summer class, soccer summer camp
  - If a company is hired to teach, then it becomes an Outside Company and those rules apply

### Service Provider is:

<table>
<thead>
<tr>
<th>Description of Service Provider</th>
<th>Tutors</th>
<th>Outside Companies</th>
<th>School Club/Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee of Archdiocese and/or Safe Environment Trained Parent?</td>
<td>Yes</td>
<td>School staff member or SEP trained volunteer must attend class</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Fee Payments

- Made from parent to tutor
- Made from parent to provider
- Made from parent to school or parent club

### Agreement with Provider Required

- Yes, on Archdiocese website Principal will sign too
- Yes, on Archdiocese website
- No

### $1M General Liability Coverage

- No
- Tutor’s personal insurance is primary, school insurance will extend as excess, if necessary
- Yes
- No – School insurance will extend

### $1M Abuse Coverage

- No
- Tutor’s personal insurance is primary, school insurance will extend as excess, if necessary
- Yes
- Yes
- $1M of coverage may be difficult for some vendors however please note we will hold the vendors liable for risk associated with this exposure and this language is in our online contract
- No – School insurance will extend