

Enrichment Vendors

Enrichment vendors must be credentialed. These vendors include, but are not limited to:

- Sports camps
- Shows
- Outside music vendors.

Enrichment vendors must pay for and provide their own background checks and fingerprinting.

Establishment of a new relationship with an Enrichment Vendor:

When a person on the Suzuki staff establishes a relationship with an enrichment vendor, they must turn over the contact information to Assistant Director at Large before the vendor comes on site. The staff member must allow sufficient time for the credentialing to occur before a scheduled visit. If this cannot occur, alternative arrangements must be made so that a Suzuki staff member remains with the vendor while they are on premise.

Credentialing of Enrichment Vendors:

The Assistant Director at Large is responsible for credentialing of the enrichment vendors. Once this has occurred, the vendor will be added to a published list of credentialed enrichment vendors.

The Assistant Director at Large is also responsible for explaining to the vendors the process, the protocol with new personnel from the vendor company, and the turnaround times.

Parent Acknowledgment of Enrichment Vendors:

There are two types of parent acknowledgments required for enrichment vendors:

1. Acknowledgement form signed by parents for specific enrichment classes
2. Mandatory Enrichment acknowledgment for visitors/shows.

The Front Desk staff is responsible for maintaining and ensuring that the blanket acknowledgment forms are in the student files.

The Assistant Director at Large is responsible to ensure that the school has a copy of the signed enrichment form, and these forms will be kept and held on to for the school year and summer session.

On premise visits by enrichment vendors:

All enrichment vendors visiting Suzuki must log in at EZ Care or sign in at the front desk and wear the Suzuki picture badge. The Front Desk Staff is responsible for ensuring that this happens.

If an enrichment vendor comes in who is not properly credentialed, the Front Desk Staff will contact Assistant Director at Large who will contact the vendor and Suzuki representative to

determine the course of action. At no time should the vendor be allowed to be with children unless they are escorted.

Enrichment Vendors – website content

If you are an enrichment or special events vendor, you must complete the following steps:

1. [Independent Contractor Documentation](#)
2. [Completed Satisfactory Georgia criminal background check](#)

The Criminal Background check must have been completed before starting at Suzuki and within the preceding 10 days of when you start working at Suzuki. Please take this form to the Chamblee Police Station (3518 Broad Street, Chamblee, GA 30341) to get it verified. The Georgia criminal background check must be processed with the purpose code: "W" - Employment with Children. If you have a satisfactory fingerprinting determination letter from BFTS which has a date within the last 12 months, you do not need to do this.

3. [Completed Notarized Fingerprint Verification forms](#)

Follow the directions on this form. The completed form must be submitted to The Suzuki School within 10 days of starting at the school. To be considered a completed form, you will need to register on line with Cogent, pay a fee, go to Cogent, get it notarized and return the form to Suzuki to be mailed to BFTS. It can take up to 3 weeks for it to get returned, so leave time!

4. **Certification of proof of Workers Compensation and General Liability** with a card presented to Suzuki showing the school as a named insured (this is only required for the enrichment vendors).

5. Parent Acknowledgement

If you are an enrichment vendor who will be with children in an unsupervised fashion, you must provide us specific signed parent acknowledgment. If you are coming in for a performance and classroom teachers are supervising the children you are covered under a blanket acknowledgment obtained by the school.

Once you have completed the requisite Criminal Background Check, the Independent Contractor Documentation, proof of insurance, and parent acknowledgment, please mail them to the attention of Assistant Director at Large, 443 E. Paces Ferry Road, Atlanta, GA 30305, or fax to 404 306 3617. **Please note that you cannot work at the Suzuki School until this information has been provided.** After you have submitted this information, please complete the attached form so that we know to expect this information via fax or mail.

Once you have submitted the paperwork, contact the Assistant Director at Large at 404 869 1042 to schedule an Orientation Session. You may not provide on-site services until after the following is completed:

6. Signed Documentation of Orientation: this is done on premise with a Suzuki representative.

- How to sign in/sign out
- Training on health, safety, and accident reporting
- Enrichment Vendor attendance lists.