**GREENWICH PUBLIC SCHOOLS**

#### “Setting the Standard for Excellence in Public Education”

**Havemeyer Building**

**290 Greenwich Avenue**

**Greenwich, Connecticut 06830 – 6521**

**Tel: (203) 625-7471**

**TO:** Before and After Program Providers

**CC:** Elementary Principals & Assistant Principals

Elementary Head Custodians

Lisa Beth Savitz, PTA Council President

Mary Forde, Director of Special Education

Julie Faryniarz, The Alliance

**FROM:** Ben Branyan, Managing Director of Operations

**RE:** 2013-2014 Before & After School Programs

**DATE:** June 17, 2013

We are sending this memo to organizations that provided before and after school programs this year as a reminder to submit updated information for the coming 2013-2014 school year. As always the school communities and the District greatly appreciate your efforts to provide high quality supplemental programs. Enclosed are the materials needed to secure approval for this year’s programs. This information is also available on the District website ([www.greenwichschools.org](http://www.greenwichschools.org)).

1. Frequently Asked Questions
2. Procedure E-051.2 which provides an overview of the process and requirements
3. Before/After School Program Proposal (page 2 of the Procedure) \*\*
4. Letter of Agreement (pages 3-4 of the Procedure)\*\*
5. Facility Use Request Form\*\*

\*\*Please return the required forms for #3, 4, and 5 along with the required insurance forms, etc., to **the school principal.**  S/he will review, initial and forward to the District office. All paperwork should be received by **July, 8th.** Please note the following:

* Before and after school program leaders are encouraged to meet annually with the principal to discuss such things as program quality, supervision, housekeeping, what’s working well and what needs improvement (Letter of Agreement #16).
* If providers need assistance accommodating students’ special needs, please start with the school principal or assistant principal. S/he will follow up with the District Special Education/Pupil Personnel Services leaders as necessary and appropriate.
* The Letter of Agreement requires **three** signatures: PTA President (if applicable) or authorized representative of sponsoring organization, PTA Afters Chair (if applicable), and school administrator (Principal or Assistant Principal).
* *The Letter of Agreement includes the requirement that the PTA or other sponsoring organizations assume full responsibility for ensuring their staff or volunteers have been fingerprinted and subject to background checks* (Letter of Agreement #8).
* The Facility Use Request Form has been updated to reflect staff changes and the addition of several sentences related to custodial fees (generally not applicable to before and after programs).
* The Letter of Agreement includes a provision requiring advance permission from both a school leader (principal, assistant principal) and the appropriate district administrator (program coordinator, etc.) before programs may use school equipment including but not limited to computers, physical education equipment, art equipment or tools, musical instruments. Requests and arrangements should be coordinated by the school leader.
* The District is requiring before and after school program providers to have an on-site phone number other than the school office and to make sure program participants, their families and school personnel know the number (Letter of Agreement #5). This is necessary because school staff members usually leave before programs end in the afternoon and offices are locked. In some instances schools may make a phone available for after school program use. School administrators, secretaries, nurses, etc., cannot be expected to assume responsibility for providing support to after school programs.

As always please feel free to contact me directly by phone (203-625-7471) or e-mail ([ben\_branyan@greenwich.k12.ct.us](mailto:ben_branyan@greenwich.k12.ct.us)) if you have any questions or suggestions.

Attachments

**Frequently Asked Questions**

1. *What forms do we need to complete and submit to run an Afters program at our school?*

PTA and other organizations that sponsor before and after school programs must complete a program proposal, letter of agreement and facility use form.

1. *To whom do we submit the completed form(s)?*

The forms should first be submitted to the school principal for review and approval.

1. *What type of insurance is needed?*

Afters programs require the same type and level of insurance as general facility use. The PTA Council assists schools with this type of insurance.

1. *Do Afters programs count against the 30 hrs. of overtime custodial services?*

No, not unless the programs require supplemental custodial services.

1. *What are the terms and conditions of running an Afters program at our school?*

The procedure and attached forms outline the terms and conditions of running these programs. The Managing Director of Operations invites and encourages open ongoing communication with the PTA Council Afters committee about issues, questions or concerns related to these worthwhile programs.

GREENWICH PUBLIC SCHOOLS

Greenwich, Connecticut

# Policy E-051 – OTHER ADMINISTRATIVE OPERATIONS

**Procedure E-051.2 - USE OF SCHOOL FACILITIES BY OTHER GROUPS**

**General:**

The District appreciates the efforts of partner agencies and organizations to provide programs before and after school which compliment those sponsored by the District. In accordance with Policy E-051 the District procedures are intended to clarify accountability for approval, oversight and assessment of before and after-school programs which are not sponsored by the District and are thereby considered privately sponsored.

Principals and other administrators as appropriate are responsible for insuring that the range of private and school-sponsored programs and activities in a particular school address the needs and expectations of the school community and district priorities. Specifically they are responsible for ensuring that the time spent by school staff who provide services to outside organizations operating before/after school programs does not encroach on regular school operations or on staff contractual work time, unless a written plan for compensatory time is developed and approved in advance of the activity or program. Programs and activities offered by outside groups shall not preclude staff members from offering clubs as part of their thirty hour commitment to the school system or the school system from sponsoring intramurals or clubs for which staff are compensated through contractual extra duty positions. In accordance with other District procedures and collective bargaining agreements, paid tutoring by school staff may not be included as part of any program.

Before and After School program providers must secure advance permission from both the school principal and, through him or her, the appropriate District administrators whenever they want to use any school equipment, including but not limited to computers, physical education equipment, art equipment or tools, musical instruments.

**Requirements:**

On an annual basis, each sponsoring organization or agency must submit the following items for review and approval by the school principal and/or District administrator(s) before promoting a program to the school community:

1. Program proposal (including required documentation)
2. Signed letter of agreement
3. Facility use form

Procedure Revised –September 2005

**Before/After School Program Proposal**

|  |  |
| --- | --- |
| Name of organization/agency: |  |
| Organization address, telephone number: |  |
| Contact person (name, address, telephone number): |  |
| Program description including dates, times, types of offerings, fee structure (as available please attach schedule, brochure, etc.): |  |
| Required documentation: | 1. Proof of 501(3) (c) including list of organization’s officers, titles, telephone numbers. 2. Tax ID number 3. Certificate of general liability insurance in which the Town of Greenwich and Board of Education are additionally insured with a combined single limit coverage of $1,000,000 per occurrence and $2,000,000 in the aggregate. 4. Written emergency plan which will be used in the event of a weather, health, accident or other emergency, detailing how students and staff will be cared for, how parents will be notified, and who will be responsible for the individuals in the program until the emergency passes (e.g., student injury, need to abandon the activity site, illness of a staff member, etc. 5. Written program cancellation communication plan (e.g., how and when will program participants and the school be informed in the event of cancellation due to inclement weather or other circumstance). 6. Facility Use Form. |

Letter of Agreement

Between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Organization)

And

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of School)

As conditions for offering the program described on the attached proposal, we agree to:

1. Assume responsibility for our program’s use of the school.
2. Ensure that personal and school-related materials and supplies are not disturbed.
3. Reimburse the District for the costs of repairing or replacing any school or District equipment or property that is damaged by program participants.
4. Provide on-site supervision for both students and staff during the entire duration of the program.
5. Provide program participants, their families, and school personnel, with a phone number for the on-site supervisor. It may not be the school office phone number. Telephone number:\_\_\_\_
6. Assume responsibility for all transportation needs.
7. Avoid interference with any school-sponsored activity or the normal school day operation.
8. Assume responsibility for recruiting, selecting, hiring, compensating, supervising and evaluating adults working in the program, consistent with all applicable local, state and federal laws; ensure staff and/or volunteers have been fingerprinted and subject to appropriate background checks.
9. Inform staff in the host school of any program employment opportunities.
10. Provide all necessary materials and supplies unless prior arrangements are made with school or district leadership.
11. Assume responsibility for any supplemental custodial fees (see Fee Schedule) required if a program extends beyond the hour custodians are routinely on duty and/or if programs require additional services such as set-up or clean up. In general, if the District incurs additional custodial expenses related to an approved before or after school program, these costs will be passed on to the program.
12. Ensure that parents and members of the school community receive consistent written information about the program including description of offerings, insurance coverage, transportation, emergency plan, and means by which parents can communicate with program staff.
13. Maintain permission forms signed by parents/guardians for all program participants.
14. Assume responsibility for program accounting systems and procedures including the establishment and collection of fees in ways that do not interfere with regular school operations.
15. Comply with the Americans with Disabilities Act and Section 504 in terms of insuring access to all programs and activities by all students in the school community. While District staff along with families are available to assist organizations with understanding the needs of individual students, the programs themselves must provide and assume the costs of any and all accommodations required to insure full access to all students who wish to participate. If a program provider needs assistance meeting a student’s needs, they are encouraged to consult with the school building leader (principal, assistant principal) who will seek assistance from other District staff as necessary and appropriate.
16. Provide the school principal with the results of an annual program evaluation which is administered to staff, students and parents for the purpose of improving program design and identifying areas of strength or weakness.
17. Assume full responsibility for complying with all childcare regulatory requirements including but not limited to facilities, with no expectation that Greenwich Public Schools will allocate resources to address non-District needs.

Program Provider’s Authorized Signature &

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(PTA President if PTA sponsored; other

authorized signature on behalf of other organizations)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Principal or Assistant Principal’s Signature &

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date