
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY KGF: COMMUNITY USE OF SCHOOL FACILITIES

FACILITIES	USE OF SCHOOL FACILITIES - BEFORE AND AFTER CHILDCARE PROGRAMS	NO. 3.15 DATE: 6/11/08
-------------------	---	-----------------------------------

Contact: Director of Facilities

Carroll County Public Schools recognize the need of school age childcare programs in Carroll County. Additionally, the Carroll County Public Schools endorses and encourages the use of school facilities for the purpose of providing appropriate housing for such programs. It is the intention of Carroll County Public Schools to cooperate with licensed daycare providers to meet the need for childcare programs whenever possible.

All school age childcare programs using space in Carroll County Public Schools' facilities will operate with an annual lease agreement. This agreement will clarify such concerns as costs, responsibilities of the child-care provider and the school, licensing, areas of use, energy use, insurance coverage, etc. while allowing the school principal to maintain primary control of the use of school facility under his/her supervision. These lease agreements cover a specified number of days directly related to the school calendar. Days include every day school is in session for students and professional days.

Inclement weather days, winter holiday, election days, and summer programs are not included in the before and after school lease agreement. For an additional fee, however, principals may allow childcare programs to take place in their schools on election days.

Election Days

1. The use of a school as a polling place need not eliminate the childcare program at that facility if an acceptable alternative location can be agreed upon by the provider and the principal. No intermingling with the polling location (cafeteria or gym) by daycare personnel or attendees is permitted.
2. If the school is a designated election poll, custodial service will be required for the election activity, thus no additional charge should be assessed the childcare provider for custodial services. An additional space rental fee will be assessed for the day based upon the daily rate in the lease agreement.
3. Childcare providers desiring to operate their program on election day when the school is not used as a polling place will be charged for custodial fees as well as the above-referenced space rental. This, of course, is conditional upon the willingness of the custodial staff to work the overtime on that day. A separate timecard should be completed for overtime for the childcare program.

Use of the premises shall not be allowed when schools are closed due to inclement weather. In the event of a late start to the school day, there shall be a corresponding late start of the childcare program.

Childcare programs in the schools shall be limited to before and after school care during the school year for school age children enrolled in the school where the program is offered. Programs should be targeted

for the grade 1-5 population with kindergarten enrollees in attendance as either before or after school students.

Extension of before and after school childcare programs to full-day summer programs shall be at the discretion of the principal. Cost related to the operation of the program beyond the normal summer work hours of the custodial staff shall be borne totally by the childcare provider. A separate lease agreement must be prepared and approved by the Carroll County Public Schools prior to the commencement of the program. Information related to summer programs must be provided to the Department of Facilities in April for approval at the May meeting of the Board.

All else being equal, non-profit organizations organizing and providing licensed childcare shall be given the highest priority for use of facilities for this purpose. No more than one licensed childcare provider may operate in any one-school facility. Provider may not bump an already established program unless the lease agreement between the provider and the Board has in any way been violated or unless specifically suggested/recommended by the PTA/PTO. The typical process for placement of a school age childcare program is as follows:

1. A licensed childcare provider contacts the principal regarding an interest in providing a before and after school daycare program at the school.
2. If space is available, the principal requests the licensed childcare provider to complete a "Use of Facilities" application per existing procedure.

If more than one childcare provider makes application for use of the same school facility, the PTA/PTO shall conduct a selection process. The Director of Facilities will provide guidance to the PTA/PTO when requested to do so.

3. The Director of Facilities prepares a lease agreement and designates costs to the childcare provider.
4. Billing and collection of monies are handled through the Department of Finance.

Rental Charges

The charge for before and after childcare leases will be assessed at the current cost per square foot and 35 square feet per student. This rate will be prorated for the number of days the space is utilized throughout the school year. This fee covers actual cost per square foot plus a 10% administrative fee for preparing and managing the lease agreements.

Users agree to notify the Department of Facilities of the Carroll County Public Schools, in writing, within 24 hours, in the event that any officer, director, employee, or agent of the group/organization is reported to the Department of Social Services for child abuse or neglect, and further agree that the officer, director, employee, or agent shall not enter onto the property of the Carroll County Public Schools until permission is granted by the Carroll County Public Schools.