

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Procedure Name: School Age Child Care Extended Day Programs</i>	
Procedure No. 2262-00-01	Eff. Date: _____
Implements Board Policy(ies) 2262	Last Reviewed:

1. Background

Contracting with outside organizations for the use of district facilities to provide school age Prek-6th grade students with access to extended day programs.

2. Responsibilities

Title: Principal, Resource Coordinator, Facilities, Community Learning Center	
Address:	
Phone:	Cell phone:
<p><i>Principal/Resource Coordinator should review all requests and secure LSDMC approval pending all state and local license and permits are secured prior to starting.</i></p> <p><i>Principal/Resource Coordinator will review all partnership guidelines including safety and background checks prior to starting.</i></p> <p><i>Resource Coordinator or Principal Designee shall request and approve Partner Agreement MOU prior to starting.</i></p> <p><i>Principal shall review and approve facilities request prior to starting.</i></p> <p><i>Principal shall ensure that all state license and permits are in place after all district procedures are completed and prior to starting.</i></p>	

3. Action Steps

*Vet partnership request with LSDMC.
 Complete Partner Agreement MOU request.
 Secure signatures for Partner Agreement MOU.
 Confirm all program staff have secured district badge.
 Review facility requests.
 Ensure that all state and local license and permits are in place and up to date.*

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. CPS CLC Partner Agreement MOU Overview	<i>Guidelines for securing Partner Agreement MOU</i>	<i>August 2019</i>
2. CPS Facility Usage Request	<i>Form to request facility usage</i>	
3.		

6. Additional Information

Link to CPS CLC Partner Agreement MOU Overview:
https://drive.google.com/open?id=1NJb7F8NiR_D7PrZ5bqq5CGI-VjXNM62khkZt1Zp2Mfs

Link to CPS Facility Usage Request:
https://docs.google.com/forms/d/1-ixl0HX_R6F6IJ2KfDB1ttxrqHaGeHPZIRLbp298inc/viewform?edit_requested=true