

**BASIC RESPONSIBILITIES REGARDING BEFORE AND AFTER
SCHOOL DAY CARE PROGRAMS**

342.8-Rule

A. Responsibilities of the Board of Education

1. Formally resolve to use school facilities as specified in policy for day care.
2. Arrange to lease school facilities in keeping with the Board's use of school facilities policy.
3. Establish procedures and criteria for Board approval of all programs to be provided by the provider.
4. Select suitable program sites.
5. Compose, in cooperation with the program providers, a joint agreement regarding the day to day operation of day care program(s). This agreement would include references to:
 - a. Working relationship between a Board-designated person and the program coordinators;
 - b. Board's provision of all necessary utilities (including phone access), maintenance and custodial coverage;
 - c. Schedule of payment to the District for use of facility.
 - d. Any duties of school personnel such as principals or secretaries that may result from such a program;
 - e. The rooms or spaces that may be used by the program (including storage) and the extent to which exclusive or shared use would be possible;
 - f. Those items of school equipment that may be used; and
 - g. Setting the program calendar and meshing it with the school's schedule of student and non-student days.
6. Provide a representative to any advisory committee(s) formed by the program providers.

B. Responsibilities of the Program-Providing Agency

1. Establish and carry out all staffing procedures including:
 - a. Overall coordination of staff;
 - b. Screening and securing staff; and
 - c. Setting pay and fringe benefits.
2. Monitor all financial matters including:
 - a. Establishing student fees including variable rates and scholarships;
 - b. Developing the annual budget;
 - c. Determining options for supplementary funding; and
 - d. Purchasing materials and supplies.
3. Comply with all state regulatory requirements of the dealing with:
 - a. Student-staff ratio;
 - b. Group size;
 - c. Space/student allocations;
 - d. Equipment;
 - e. Staff qualifications;
 - f. Records maintenance;
 - g. Insurance; and
 - h. Health requirements (such as immunizations).
4. Establish procedures for collection of student fees and follow-up on unpaid charges.
5. Establish procedures on day to day administration and operation of the program including:
 - a. Promotion and publicity (including phone listing);
 - b. Hours and days of operation;
 - c. Transportation policies and pick up expectations for parents/guardians;
 - d. Age requirements;
 - e. Attendance policies;
 - f. Student conduct;
 - g. Off-site activities such as field trips;
 - h. Offering food options; and
 - I. Making parent/guardians contacts.
6. Develop a program philosophy and curriculum build around academic assistance and recreation.
7. Arrange to keep the Board regularly apprised of the program's development, changes, and usage.

Adopted: 5/11/92
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January 2002

Waunakee Community School District