



Akron Public Schools®

College & Career Academies Out-of-School Time Provider Agreement

This agreement sets forth the terms and understanding between Akron Public Schools' College & Career Academies and _____, who is providing services to the APS scholars starting _____ through _____. Applicants requesting expanded learning partnerships must be current CCAA partners, grant partners, or members of the Youth Success Summit.

Purpose

The purpose of this agreement is to:

- Establish the respective roles and responsibilities for parties providing out-of-school time programming with APS district scholars
- Establish and coordinate joint processes and procedures for providing out-of-school time programming (including summer, before and after school, weekends, etc.) for scholars, activities, supervision, and program evaluation.
- Provide a critical framework for each program to determine if it will be included in APS-sponsored programming.

Duties of Parties

The duties and responsibilities of each party are described below.

APS CCAA Expanded Learning agrees to:

- Provide logistical support and coordination including classroom and all other appropriate space, as required by all district policies to accommodate the program.
- Provide introductions to staff members at designated schools who can serve as a conduit for programming communication with staff and families.
- Provide office and custodial support to ensure the program runs smoothly and that participating children and providers are safe.
- Advertise the program on our registration software for recruitment support.
- Support partner staff in training and professional development opportunities for the program when needed.
- Participate in any program evaluation, if needed.
- Provide a partnered CCAA Logo.

_____ (partner) agrees to:

- ☐ Deliver appropriate curricula for an academic or enrichment program to support academic, career, health, or social-emotional learning enrichments.

*Please direct all questions and completed paperwork to Tiffany Lundy, Expanded Learning Coordinator
Email: tlundy@apslearns.org Office: 330.761.7998*



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- ☐ Complete the online [APS District Access Form](#) for building access and student engagement, including, but not limited to, how students will be engaging in the program.
- ☐ Complete the online [Expanded Learning Program Proposal](#) for attendance and advertising.
- ☐ Print and return our [APS Data Sharing Agreement](#) regarding school/student privacy.
- ☐ Print and return the [Vendor Access Form](#) to obtain an APS vendor email. This will allow for attendance taking and student roster information.
- ☐ Submit all fliers to CCAA Expanded Learning before the program launch.
- ☐ Recruit and refer only active APS students.
- ☐ Seek permission from the appropriate CCAA representative before using the name, logo, image, or likeness of the district, school, department, or that of any staff member or student in any way.
- ☐ Maintain accurate time and attendance records in APS attendance software.
- ☐ Provide primary point of contact information:

Contact Name:	
Address:	
Phone:	
Email:	

Signatures

The signatures below designate that the signers are authorized to represent the organization listed in this MOU and confirm that each organization and all its representatives will abide by the duties and responsibilities outlined in this document. Failure to comply with this agreement's duties, responsibilities, and terms may result in termination.

Provider Signature

Printed

Date

CCAA Signature

Printed

Date

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