



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
K-5 Assistant Principals
Elementary Principals AAs
Elementary Head Custodians
Dan Watson, Director of School Facilities
John Fisher, PTA Council President
Stacy Heiligentler, Chief Officer of Special Education & Student Support
Julie Faryniarz, Greenwich Alliance for Education
Instructors@yourafterschool.com
Info@greenwichafterschool.com

FROM: Chief Financial & Administrative Officer -Ben Branyan

RE: **2025-2026 Before & After School Programs**

DATE: June 3 , 2025

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 2025-2026 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 [Facilities/Rental Use](#).

1. Frequently Asked Questions
2. Procedure 1330R/3515R which provides an overview of the process and requirements
3. Before/After School Program Proposal
4. Letter of Agreement
5. Facility Use Request via Schooldude.

Please return the required forms along with the required insurance forms, etc., to **the school principal. S/he will review, initial, and forward to Patrick Lai in the Business Office. All paperwork should be received by **July 18, 2025**

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).
- 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: the PTA President (if applicable) or an authorized representative of the sponsoring organization, the PTA After's Chair (if applicable,) and the 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).
- 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 requires 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). 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 (203-625-7427) or e-mail Patrick Lai (patrick_lai@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 after-school 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.

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

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

3. What type of insurance is needed?

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

4. Do After's programs count against the Principals' 30 hrs. of overtime custodial services?

No, not unless the programs require supplemental custodial services.

5. What are the terms and conditions of running an after-school program at our school?

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

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In accordance with Policy, the District encourages the cost-effective use of school facilities by school-related groups, and community-based, and outside organizations. The Town of Greenwich Department of Parks & Recreation has sole responsibility for outside use of school fields and grounds.

I. Types of Organizations & Priorities for Use

The four types of organizations are listed below **in priority order** (in the event of a date or location conflict).

User Group 1 – School/District Activities & School-Related Organizations

- a. Regular school/District and approved extra-curricular activities
- b. Educational activities sponsored by the District including adult education, preschool, and approved after-school programs
- c. PTAs

User Group 2 - Town of Greenwich Departments and Town Government

This group includes but is not limited to the Department of Parks & Recreation, Public Safety, and Representative Town Meeting (RTM).

User Group 3 - Non-Profit Organizations

Note: Requires annual written verification of non-profit status
(Priority given to programs that serve Greenwich youth)

- a. Community service organizations such as but not limited to Boys and Girls Club, YMCA, YWCA
- b. Political, civic, religious, and fraternal organizations
- c. Performing arts organizations

User Group 4 - For-Profit Activities and Organizations

II. Procedures for Use and/or Rental of School Facilities

The District's website (www.greenwichschools.org) has up-to-date information about procedures, available facilities, and the rental rate schedule.

- a. Identify the facility you want to use
- b. Read the rules and requirements
- c. Use information available to estimate cost
- d. (Go to GPS website) "Community Use" to make a request

<https://www.greenwichschools.org/departments/facilities-rentals/access-to-submit-online-facilities-request-by-using-community-use>

All events at the schools are expected to have an Event Permit from the Fire Department before Business Office approval. <https://www.greenwichct.gov/FormCenter/Fire-23/Event-Review-Form-188>

- e. **Submit your request online**
 - K-8 schools: School Office
 - Greenwich High School: Student Activities Office
 - Multiple locations: District Business Services Office

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- f. Work with the school and/or District rental contact person and or head custodian to finalize details, answer questions, estimate time required, confirm logistics, etc.
- g. Provide documentation required, including but not limited to:
 - Proof of non-profit status
 - Proof of insurance (see below)
 - Electrical or other permits required for special circumstances
- h. Secure a signed written confirmation that the request has been approved by the District Business Services office.
- i. Host the activity, complying with all District and Town regulations.
- j. Pay invoice when received from the District Business Services office.
- k. Respond to a user feedback survey, sent following an event or activity, to assist the District in its continuous improvement efforts.

III. Fee Structure

The rental rates represent the actual cost to the District of making school facilities available. This includes custodial and other services as required e.g., audiovisual, food services), cleaning supplies, utilities, and a nominal administrative fee. Custodial fees are subject to change based on collective bargaining agreements. The fee charged is based on the type of organization and other factors listed below. The following factors are used to determine fees:

- a. Type of organization
- b. Whether the activity is held during hours the building is normally open and staffed by a custodian or after regular hours.
- c. The size and type of activity related to set-up, break-down, and clean-up.
- d. Whether or not an admission fee is charged.
- e. Whether or not the activity is held Monday – Saturday or on a Sunday or holiday.

Fee structure

- a. No charge - School-related organizations and Town government are entitled to use facilities free of charge when the activity takes place during hours when the school has custodial staff and when no additional staff is required. Each school is entitled to a total of thirty (30) hours of overtime custodial services per year. This allocation is a total for all school-related organizations. The hours are calculated based on actual cost to the District. For example, activities on Sundays will be counted as 2 hours for every one hour the facility is used.
- b. Custodial only - The assignment of custodians for overtime activities is governed by the collective bargaining agreement. According to the agreement, custodians are guaranteed a minimum of three hours at the overtime rate except in instances where the custodian provides overtime at the end of his regular shift. In this instance, the overtime may be charged on an hourly basis. This rate will be charged for school-related activities which
 - i) require custodial services above and beyond what is available during a regular shift, ii) exceed the 30-hour allowance, and/or iii) for which a participation or admission fee is charged
- c. Level 1 - Basic charge for 3-hour activity, includes one custodian; additional hours prorated from basic charge; additional custodians charged at hourly custodial fee only, usually with 3 hours minimum.
- d. Level 2 - Multiplier of 1.5 times Level 1 with the same terms and conditions.

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- e. Additional services charged as requested/required:
 - Food services worker required for use of kitchen
 - Audio-visual technician (basic sound, lights, microphone set-up) (employee only)
 - Lighting (required for GHS auditorium)
 - Repair expenses for any damage beyond normal wear and tear
 - Refuse removal, hauling services related to rental activities that exceed the norm; payable by renter directly to vendor
- f. There is no charge for the use of school parking lots (see special form) but insurance is required. There is a nominal fee for holding car washes on school grounds. (one car wash per month)

General Rules, Regulations, Restrictions

- a. Requests and reviews. Requests to use school facilities must be submitted at least four weeks prior to an event or activity. School facilities are not generally available when schools are in session (i.e., during the school day and extending through after-school activities). The first review is done at the school level to confirm availability. The final review and approval is done by the District Business Services Department. Advertising, selling tickets, or entering into any agreements based on the request prior to final approvals will be at the risk of the renter. Activities or events are not considered **confirmed** until all required paperwork (e.g., insurance, and proof of non-profit status) is submitted and approved.
- b. Advance requests. The district adheres to the following timeline and priorities for advance requests. While every effort is made to coordinate outside requests against school activity calendars **all outside activities are subject to cancellation in the event of a conflict with school-related activities which always have priority for facility use.**

March 15th – (summer programs scheduled for July – August) This is the first date the district and schools will accept advance requests for summer activities. Generally, although not always, schools know by this date which locations will be available during the summer. Key factors that impact summer facility availability include a) district summer school program locations, and b) capital construction projects, many of which preclude the use of school facilities by the outside group during the summer. Based on these factors and on the priorities outlined in Section I *Types of Organizations & Priorities for Use*, the District will make every effort to confirm summer program requests in a timely manner.

May 1st – (School year programs September – June) This is the first date the District and schools will accept advance requests for activities and events scheduled for the following school year (September – June). The District will make every effort to confirm advance facility use requests received by May 1st in a timely manner based on priorities outlined in Section I *Types of Organizations & Priorities for Use* (assuming all necessary paperwork has been submitted and approved (e.g., insurance, proof of non-profit status)).

- c. Cancellations & Inclement Weather. In general, when schools close due to inclement weather or other reasons all after-school and evening activities, including rentals, are also canceled. Organizations and groups should check the District website and local media (television, radio, etc.) for information about school closings and cancellations. In some instances, the custodial staff may

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try to reach the rental contact person and/or provide this individual with an after-hours contact phone number.

In general events and activities that are not canceled at least 12 hours in advance will be billed for the minimal rental and custodial fees.

- d. Smoking, alcoholic beverages, gaming. Smoking is prohibited in all District facilities and on school grounds. No alcoholic beverages may be served in any District building or on any District property. District facilities may not be used for gambling, raffling, or other games of chance. This prohibition does not apply to student or PTA activities such as school fairs, PTA Bingo, silent auctions, etc., although these organizations must comply with all relevant local and state statutes and regulations.
- e. Property damage. Organizations will be charged for any damage beyond normal wear and tear to school property.
- f. Temporary electrical wiring. There is to be no change in wiring or use of additional lighting or other electrical equipment without advance written permission from the District Business Services office and appropriate permits. If permission is granted, organizations are directed to the Town of Greenwich Electrical Inspector for guidance regarding requirements and permits for special events. In such instances, the District will require a copy of the electrical permit issued by a licensed contractor prior to confirming the facility use request. Payment for authorized and approved electrical work must be made directly to a Connecticut State licensed electrician by the renter.
- g. Pianos. Renting organizations must make advance arrangements as part of the facility use request process for the use and location/relocation of pianos. If a piano needs to be moved and advance permission is granted, the renting organization must pay an outside moving company for this service. Arrangements for tuning pianos must be made with a tuner approved by the District Art & Music Coordinator at least ten days in advance of the tuning. The piano tuner is to be paid directly by the renter.
- h. Tents. Use of a tent requires a permit to be issued by the Town of Greenwich Public Works Department. In such instances, the District will require a copy of the permit prior to confirming the facility use request.
- i. Food and beverages. The sale of beverages or food is prohibited unless written permission has been granted as part of the facility use approval process.
- j. Kitchen use. School kitchens are available only when a regular school cafeteria employee is hired.
- k. Swimming pool. Renters must also provide Certified Lifeguards (trained in first aid and CPR) during the event.
- l. Payments to District employees. Organizations are prohibited from making any payments to District employees. All payments related to rental activities must be made through invoices issued by the Business Services office.
- m. Large groups, traffic and parking. Arrangements must be made with the Police Traffic Division and the Fire Marshall for events involving 200 or more persons and, in some cases, when there are multiple events scheduled at the same location (e.g., Greenwich High School). The Police and Fire permit form must be completed and submitted two weeks prior to the event. Police and firemen may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.
- n. Car washes. The District limits car washes to one per month at each available school location. To avoid congestion, car washes are only permitted on dates when there are no other school-related activities or other activities scheduled by Parks & Recreation on school grounds. Those sponsoring

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car washes must ensure participants comply with all safety, traffic parking, and noise restrictions. They are also required to submit the proof in advance that they have secured the services of a police officer to assist with traffic and parking.

- o. Payment. Rental fees are due and payable upon receipt of an invoice from the District Business Services office. Failure to make timely payments may jeopardize future rentals.

IV. Liability and insurance requirements

All applicants shall provide the District in advance with a certificate of insurance in proper form, along with the application for a contract. The certificate of public liability insurance on a comprehensive general liability form shall be in an amount acceptable to the Board of Education. No event shall take place unless a certificate of insurance in the amount required is provided.

The applicant, renter, and organization, must agree in writing to indemnify, defend, and save harmless the Town of Greenwich, Board of Education, its officers, agents, servants, and employees from and against any claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of the Greenwich Public Schools under this agreement.

The renter shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Greenwich and Board of Education is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and renter shall furnish evidence with a certificate of insurance before the activity.

It is agreed the policies and procedures adopted by the Board of Education for the use of school buildings will be rigidly enforced. The applicant personally accepts the responsibility for payment of bills and that all rules, regulations, and procedures about the use of the property are observed.

Regulation Updated: August 2021

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Fee Structure by Type of Organization & Activity

	User Group 1 School-Related	User Group 2 Town Government	User Group 3 Non-Profit	User Group 4 For-Profit
School <u>open</u> & staffed; no set-up and/or break-down required; no admission or donation charged	No charge	No charge if no additional custodial required	Level 1	Level 2
School <u>not open</u> & staffed; no admission or donation charged.	No charge for first 30 hours/year per location; hours calculated based on custodial cost (straight time 1 hr. counted as 1 hr.; overtime 1 hr. counted as 1.5 hrs., etc. Additional hours Custodial Only	Custodial Only	Level 1	Level 2
School <u>open</u> & staffed;set-up and/or break-down required	No charge for first 30 hours/year per location; hours calculated based on custodial cost (straight time 1 hr. counted as 1 hr.; overtime 1 hr. counted as 1.5 hrs., etc. Additional hours Custodial Only	Custodial Only	Level 1	Level 2
School <u>not open</u> & staffed; admission or donation charged	No charge for first 30 hours/year per location; hours calculated based on custodial cost (straight time 1 hr. counted as 1 hr.; overtime 1 hr. counted as 1.5 hrs., etc. Additional hours Custodial Only	Custodial Only	Level 2	Level 2

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USE OF SCHOOL PARKING LOTS (Including Car Washes)

Submit to:
K-8 Schools - School office, GHS – Student Activities Office
Multiple locations, questions – Business Services, Havemeyer

Use of school parking lots on a short or long-term basis is subject to the District’s Facility Use policies and procedures. Organizations or individuals interested in using a school parking lot should complete a facility use form available on the District website or in any school office. Please indicate **PARKING LOT ONLY** on the form, note date(s) and times of use, and submit for preliminary review and approval by the school principal.

There is no fee or insurance requirement for the use of a school parking lot unless it is used for a car wash but the individual or organization must confirm in writing that they will comply with the following two provisions of the District’s procedures and a third provision related specifically to use of parking lots. Failure to comply with any of these provisions will result in the privilege being revoked.

1. Arrangements must be made with the Police Traffic Division and the Fire Marshall for events involving 200 or more persons or when an organization is sponsoring a car wash. The Police and Fire permit form must be completed and submitted two weeks before the event. Police and firemen may be assigned by those departments as necessary for the security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Cancellation requests, by either party, must be made at least twenty-four hours in advance of the scheduled event.
2. The applicant, renter, or organization, must agree in writing to indemnify, defend and save harmless the Town of Greenwich, Board of Education, its officers, agents, servants, and employees from and against any claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney’s fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization’s use of the Greenwich Public Schools pursuant to this agreement.
3. The applicant must agree that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school’s use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.
4. Car washes only. As outlined in the procedure, car washes are limited to one per month at each school location. In addition to other requirements, the applicant must secure written confirmation from the Department of Parks & Recreation that there are no other activities scheduled at the school during the car wash time period.

Signature of Applicant _____ Date: _____

Signature of Principal _____ Date: _____

Signature of Business Office _____ Date: _____

Signature of Parks & Recreation (car washes only) _____ Date: _____

c. Facility use form

Procedure Revised –September 2005

Before/After School Program Proposal

Name of organization/agency:	
Organization address, and telephone number:	
Contact person (name, address, telephone number, and hours of operations):	
Program description including dates, times, types of offerings, and fee structure (as available please attach schedule, brochure, etc.):	
Required documentation:	<ol style="list-style-type: none"> 1. Proof of 501(3) (c) including the list of the organization’s officers, titles, and 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. A written emergency plan that 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 circumstances). 6. Facility Use Form.

Letter of Agreement

Between

(Name of Organization)

And

(Name of School)

As conditions for offering the program described in 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 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 a 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 ensuring 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 all accommodations required to ensure 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 to improve program design and identify 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.
18. PTA "Afters" programs and After School Childcare Programs – are independent programs. According to the Facilities Rental agreement, the program should determine a protocol for cancellations and communicate it to program participants. The Office of the CFAO will determine whether or not the building/s will be open for rental based on the individual circumstances of the school's cancellation event and will communicate directly with the organization renting the facility. Under no circumstance should children be left unattended.

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