

**2024-2025 MEMORANDUM OF UNDERSTANDING
GLASSBORO CHILD DEVELOPMENT CENTERS AND GLASSBORO SCHOOL DISTRICT/J. HARVEY RODGERS SCHOOL**

The **Glassboro Child Development Centers** and **J. Harvey Rodgers School** in **Glassboro, NJ** agree to assume and perform the following roles and responsibilities in the administration of the in-school, afterschool program during the FY 2024-2025 school year. The goal of this program is to provide an in-school afterschool program of the highest quality for the participating students at this school from 7:00am till start of school, and 2:40PM-6:00 PM every day school is in session.

The following agreement, between **Glassboro Child Development Centers**, a New Jersey non-profit with its principal place of business at **31 South Main Street Glassboro, NJ 08028** and **J. Harvey Rodgers School** details each party's responsibilities in the administration of the **(Rodgers Afterschool Kindergarten Expanded Learning) RASKEL Program** for the period from September 1, 2024 to August 31, 2025.

I. Introduction

Glassboro Child Development Centers is a licensed, nonprofit provider of school age, preschool and infant toddler care programs. **Glassboro Child Development Centers** and **J. Harvey Rodgers School** desire to work together to implement a comprehensive before and after-school educational program for **up to 100 children in grades PreK3-Kindergarten** at the **J. Harvey Rodgers School in the Glassboro School District** according to the terms set forth in this Agreement.

Glassboro Child Development Centers and **J. Harvey Rodgers School** acknowledge their willingness to abide by these terms by completing and signing the last page of this Agreement.

II Responsibilities of the School and School District

The following components are essential to the successful implementation of the **RASKEL** afterschool program to be held in part at **J. Harvey Rodgers School** and agreement to the following are necessary as part of the Memorandum of Understanding:

- Facilitate the provision of space and full custodial services at no cost to the afterschool program;
- Assure the availability of clean facilities for the afterschool program in an adequate number of classrooms, cafeteria, library after 3:45pm, gymnasium, playground or outdoor spaces, and any other relevant space available;
- Work cooperatively with the research and evaluation component of the afterschool program, including (if applicable), providing GCDC and its subcontractors with all agreed-upon information. This may include, but shall not be limited to, sharing school profiles and all relevant data available in the public domain. In addition student ID's, and access to test scores, grades, attendance, etc. will be provided, for participants in the program, with full protection of the rights of the students and within the regulations of the school system;
- School district will provide information to **Glassboro Child Development Centers** in a timely fashion regarding topics such as procedures relevant to the **RASKEL program**.
- School district will provide written documentation of any financial or in-kind matching support provided to the program as indicated in any grant application, as requested.
- School principal agrees to meet a minimum of twice yearly with the **RASKEL Site Director** (once prior to the start of program and once mid-year);
- Communicate and provide information to the school about the afterschool program through regularly scheduled meetings (no less than monthly) between the **RASKEL Site Director** and the **School Principal** (or his/her designee);
- Structure and facilitate meaningful communication between the school staff and the afterschool program. Provide on-going opportunities for school staff and afterschool staff to plan, coordinate, and integrate curricular areas with afterschool activities;
- Hold regularly scheduled meetings between the Site Director and School Principal, as well as other appropriate personnel, to discuss all issues pertaining to the afterschool program. Issues would include, but not be limited to, staff performance, effectiveness of program features, access to and maintenance of facilities, student development, and issues of program evaluation;
- Work in good faith, industriously and to the best of its abilities, experience and talents, to support the successful implementation of the **RASKEL Program** located at the School, including student enrollment and volunteer recruitment;

- Notify the **Glassboro Child Development Centers** of changes in leadership at the **Glassboro Public Schools** thirty (30) days prior to the implementation of such changes and to make such new leaders (such as any new Superintendent, Assistant Superintendent, School Principal), available to participate in orientation provided by **Glassboro Child Development Centers** at the program site;
- Assist with student recruitment by providing access to school day teachers and supporting student recruitment events such as parent nights, student orientations, **Glassboro Child Development Centers** presence at staff meetings, as well as information on the **Glassboro District Website**.
- Provide periodic use of other school space for student presentations, parent gatherings, and other events;
- Provide permission and area to hang the **RASKEL Bulletin Board** of information and display student work;
- Support and endorse **Glassboro Child Development Centers** in the preparation and submission of grant and media releases as requested;

III. Responsibilities of the Glassboro Child Development Centers

- Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, food, health exams, insurance, medical and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to local and state standards;
- Structure and facilitate meaningful communication between the school staff and the afterschool program. Provide on-going opportunities for school staff and afterschool staff to plan, coordinate, and integrate curricular areas with afterschool activities;
- Hold regularly scheduled meetings between the **RASKEL Site Director** and **School Principal**, as well as other appropriate personnel, to discuss all issues pertaining to the afterschool program. Issues would include, but not be limited to, staff performance, effectiveness of program features, access to and maintenance of facilities, student development, and issues of program evaluation;
- Recruit, select, and enroll student participants in the afterschool program and disseminate procedural information widely;
- Recruit, hire and train all afterschool program staff.
- Manage the day-to-day operations of the afterschool program and notify the school of any problems, issues, and concerns in a timely fashion.
- Make staff available for in-service training throughout the school year and arrange for appropriate substitutes
- Work cooperatively with the research and evaluation component of the afterschool program.
- Ensure the respectful treatment of school property, including replacing property damaged or destroyed by the students or staff of the afterschool program, and keeping the spaces used by the afterschool program reasonably clean (spills on floor, clean tables).
- Inventory and label GCDC equipment
- Ensure that all afterschool program staff are fingerprinted and cleared by the NJ Department of Child, Youth, and Families through the required CARI and CHRI background checks.
- Develop a protocol for emergency notification of parents and/or guardians.
- Establish procedures for the safe-keeping and safe transport of children after program hours.
- Ensure that there is staff on-site during program hours trained in first aid, CPR and medical emergencies.
- Maintain appropriate insurance coverage.
- Engage related **Glassboro School** administrators and teachers in curriculum development strategies, program activities, student recruitment, and volunteer recruitment.

Agreed on this day, 6th day of August 2024, by
(month/day/year)

Glassboro Child Development Centers
(Name of Lead Applicant)

(Signature of Executive Director, Joan E. Dillon)

J. Harvey Rodgers School
(Name of School)

(Signature of Principal Melanie Sweeney)

(Signature of Superintendent Dr. Mark Silverstein)