

**2018-2019 MEMORANDUM OF UNDERSTANDING
GLASSBORO CHILD DEVELOPMENT CENTERS AND J. HARVEY RODGERS ELEMENTARY SCHOOLS**

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 2017-2018 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 2 PM to 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 After School Kindergarten Expanded Learning Program, (RASKEL)** for the period from September 1, 2018 to June 30, 2019.

I. Introduction

Glassboro Child Development Centers is 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 an after-school educational program for up to 99 children in 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 a. Responsibilities of the School and School District

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

- Facilitate the provision of 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 as well as the cafeteria, library, gymnasium, demonstration room, playgrounds or outdoor spaces, and any other relevant space;
- Provide the afterschool site director with office space and other equipment related to program administration. Said space should be appropriate for staff meetings, administrative work, and storage of program materials and equipment;
- 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, test scores, grades, attendance, etc. will be provided, for participants and non-participants in the program, with full protection of the rights of the students and within the regulations of the school system;
- To 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;
- The School principal agrees to meet a minimum of twice yearly with **GCDC Executive 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 **Site Director** and the **School Principal** (or his/her designee);

II b. Responsibilities of the School and School District

- 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;
- To 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;
- To 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;
- To 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;
- Periodic use of other school space for student presentations, parent gatherings, GCDC Board Meetings and other special events;
- Permission and area to hang the **RASKEL Bulletin Board** of information and to display student work;
- To support and endorse **Glassboro Child Development Centers** in the preparation and submission of grant and media releases;
- To provide the **RASKEL** program with shared medical history when necessary in the care of drop in or emergency care students after school.

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 **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 substitute coverage.
- 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).
- Equipment will be inventoried and labeled.
- 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.
- To engage related **Glassboro School** administrators and teachers in curriculum development strategies, program activities, student recruitment, and volunteer recruitment.
- To provide provisions for the care and supervision of Rodgers students when parents are delayed in picking up their children, returned from buses, or in emergency situations after school.

Agreed on this day, 22th day of August, 2018 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)

 (Signature of Superintendent Dr. Mark Silverstein)

**2018-2019 MEMORANDUM OF UNDERSTANDING
GLASSBORO CHILD DEVELOPMENT CENTERS AND DOROTHY L. BULLOCK/THOMAS E. BOWE ELEMENTARY SCHOOLS**

The Glassboro Child Development Centers and Dorothy L. Bullock School/Thomas E. Bowe 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 2018-2019 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 2 PM to 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 Dorothy L. Bullock Elementary School and Thomas E. Bowe School, details each party's responsibilities in the administration of the GAPA after-school education program for the period from September 1, 2018 to June 30, 2019.

I. Introduction

Glassboro Child Development Centers is nonprofit provider of school age, preschool and infant toddler care programs. Glassboro Child Development Centers and Dorothy L. Bullock School/Thomas E. Bowe School desire to work together to implement an after-school educational program for 150 children in grades 1-6 at the Dorothy L. Bullock School in the Glassboro Public School District according to the terms set forth in this Agreement.

Glassboro Child Development Centers and The Glassboro School District acknowledge their willingness to abide by these terms by completing and signing the last page of this Agreement.

II a. Responsibilities of the School and School District

The following components are essential to the successful implementation of the afterschool program to be held at Dorothy L. Bullock School and agreement to the following are required as part of the Memorandum of Understanding:

- Facilitate the provision of 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 as well as the cafeteria, gymnasium, GAPA Room, demonstration room, other designated classrooms, playgrounds or outdoor spaces,
- Provide the afterschool Site Director with office space, equipped with a telephone, and other equipment related to program administration. Said space should be appropriate for staff meetings, administrative work, and storage of program materials and equipment;
- Work cooperatively with the research and evaluation component of the afterschool program, including (if applicable), 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, test scores, grades, attendance, etc. will be provided, for participants and non-participants in the program, with full protection of the rights of the students and within the regulations of the school system;
- To provide information to Glassboro Child Development Centers in a timely fashion regarding topics such as procedures relevant to the GAPA program.
- School district will provide written documentation of any financial or in-kind matching support provided to the program;
- The School principal agrees to meet a minimum of twice yearly with GCDC Executive 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 site coordinator and the School Principal (or his/her designee);
- To provide complimentary transportation from Thomas E. Bowe School to Dorothy L. Bullock School for Bowe students attending the before and afterschool program, each day school is in session.

II b. Responsibilities of the School and School District

- 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 monthly 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;
- Develop mechanisms and opportunities to communicate on a regular basis with both the Parents' Association and the family members of the afterschool students;
- To work in good faith, industriously and to the best of its abilities, experience and talents, to support the successful implementation of the **GAPA Program** located at the School, including student enrollment and volunteer recruitment;
- To 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;
- To 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;
- Periodic use of other school space for student presentations, parent gatherings, GCDC Board Meetings and other special events;
- Permission and area to hang the **GCDC Bulletin Board** and to display student work;
- To support and endorse **Glassboro Child Development Centers** in the preparation and submission of grant and media releases;

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 monthly 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;
- Develop mechanisms and opportunities to communicate on a regular basis with both the Parents' Association and the family members of the afterschool students;
- Recruit, select, and enroll student participants in the afterschool program and disseminate procedural information widely;
- Recruit, hire and train all afterschool program staff in cooperation with the school.
- Manage the day-to-day operations of the afterschool program and notify the school of any problems, issues, and concerns in a timely fashion.
- Track student enrollment and attendance and provide that information to the school.
- Invite designated school staff to attend afterschool staff meetings.
- Attend school staff meetings as determined by the School Principal.
- Make staff available for in-service training throughout the school year and arrange for appropriate substitute coverage.
- Work cooperatively with the research and evaluation component of the afterschool program, including providing all agreed-upon information.
- 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 clean.
- Equipment will be inventoried and labeled.

- 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 and Megan's Law.
- 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.
- To engage related Glassboro School administrators and teachers in curriculum development strategies, program activities, student recruitment, and volunteer recruitment.

Agreed on this day, 24th day of July, 2018, by
(month/day/year)

Glassboro Child Development Centers
 (Name of Lead Applicant)

Joan E. Dillon
 (Signature of Executive Director, Joan E. Dillon)

Dorothy L. Bullock School
 (Name of School)

 (Signature of Principal Richard Taibi)

Thomas E. Bowe School
 (Name of School)

 (signature of Principal)

 (Signature of Superintendent Dr. Mark Silverstein)