

# BALTIMORE COUNTY PUBLIC SCHOOLS

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## **Before and After School Child Care Roles and Responsibilities**

According to the Board of Education of Baltimore County Policy 1301, before and after school child care may be provided for school-aged children attending kindergarten and higher grades in a Baltimore County Public Schools (BCPS) facility. Licensed, insured, non-profit, i.e., IRS-501(c) (3)-designated child care providers may lease space in an existing facility on an annual basis.

### **Identifying and Selecting a Vendor**

#### **Responsibilities of Principals**

The decision whether to recommend leasing of building space to a vendor for the purpose of providing before/after school or summer child care is the decision of each principal. Principals who wish to explore having a child care vendor in their school, or making a change to an existing vendor, should consider the following.

Prior to recommending that a vendor lease space for the purpose of providing child care in a BCPS facility, **principals should:**

1. Review requests initiated by child care providers.
2. Explain the selection process to the vendor(s).
3. Conduct a parent survey or alternative assessment to determine if there is a need for before/after school or summer child care.
4. If child care in the school is desired, establish a process for selecting a provider.  
Suggestions for the process include:
  - Forming a child care committee.
  - Requiring the vendors to present a detailed description of their intended program, the days and hours of operation, and the space needed to provide before/after school or summer child care services.
  - Providing an opportunity for parents/guardians to attend presentations by several vendors during an open meeting. Have those in attendance provide feedback on each provider at the conclusion of the presentation.
5. Identify the preferred vendor.
6. Contact the vendor.
7. Verify with the vendor that no board members, employees, or volunteers are owners, and that the vendor understands the applicable ethics review rulings/statements.
8. Provide the following forms to the child care vendor for completion:
  - Application for Use of School Facilities form (BEBCO 42-0246-06)
  - Indemnification and Insurance Requirements for the Use of Facilities by Organizations form

9. Have the child care vendor submit the following:
  - Application for Use of School Facilities form which has been dated and completed with signatures, addresses, and telephone numbers
  - Indemnification and Insurance Requirements for the Use of Facilities by Organizations form which has been dated and completed with the name of the organization, signatures, and the dates of the activity
  - Certificate of Insurance
  - IRS proof of non-profit status (501 (c) (3) exemption verification)

Following receipt of all completed forms and documentation from the intended vendor, **principals should:**

1. Determine if the requested space and hours are available (including evaluation of Recreation and Parks' space). Programs may not begin before 7:00 a.m.
2. Sign and date the PERMIT portion of the Use of School Facilities form, and indicate whether or not the child care vendor's program is recommended or is not recommended.
3. Send all of the following completed forms and vendor documents to the Office of Operations.
  - Completed Use of School Facilities form
  - Completed Indemnification and Insurance Requirements for the Use of Facilities by Organizations
  - Certificate of insurance
  - IRS proof of non-profit status (501 (c) (3) exemption verification)

*Leases are applicable for a term of one year. Any change in vendors requires the completion and approval of a new Application for Use of School Facilities and a new lease to be issued. Principals should notify the Office of Purchasing if an existing vendor's services will be terminated.*

### **Responsibilities of the Office of Operations**

Following receipt of all completed documents from the principal:

1. Approve or disapprove the program.
2. Return the white copy of the Use of School Facilities to the school.
3. Send the appropriate documents to the Office of Purchasing for issuance of a lease.
4. Advise the child care vendor to contact the Regional Licensing Office at 410-583-6200 to request an inspection of the agreed upon space.

### **Responsibilities of the Office of Purchasing**

Following receipt of all completed documents from the Office of Operations:

1. Issue a lease to the child care vendor for signature.
2. Sign and execute the lease.
3. Send the executed lease back to the child care vendor.
4. Send a copy of the executed lease to the school principal.

## **Responsibilities of Child Care Vendors**

Prior to utilizing space for the purpose of providing before/after school or summer child care in a BCPS facility, a **vendor** must:

1. Initiate contact with the BCPS principal regarding a proposal to provide child care in a particular school.
2. Provide informational materials requested by the principal regarding the intended program, the days and hours of operation, and the space needed to provide before/after school or summer child care services.
3. Secure the following forms from the school principal and ensure that they have been completed.
  - Application for Use of School Facilities (BEBCO 42-0246-06) which has been dated and completed with signatures, addresses, and telephone numbers
  - Indemnification and Insurance Requirements for the Use of Facilities by Organizations form which has been dated and completed with the name of the organization, signatures, and the dates of the activity
4. Provide the following completed forms and additional documentation below to the principal.
  - Application for Use of School Facilities
  - Indemnification and Insurance Requirements for the Use of Facilities by Organizations
  - Certificate of insurance
  - IRS proof of non-profit status (501 (c) (3) exemption verification)
5. Upon advisement of the principal, contact the Regional Licensing Office at 410-583-6200 to request an inspection of the designated space to be used for child care services in the school.
6. Upon advisement of the BCPS Office of Purchasing, sign the lease presented by Richard Gay, Purchasing Manager, Office of Purchasing, for the designated space in a BCPS facility.
7. Communicate with parents about the operation of their program.

## **After Vendor Selection**

### **Responsibilities of Principals**

Principals or other administrative staff should not address parental concerns regarding services furnished by child care providers. Vendors should communicate directly with parents/guardians who are utilizing their services for child care.

If a parent/guardian contacts a principal regarding issues related to contracted child care services, the principal should:

1. Refer parents/guardians directly to the child care operator/director or paid staff member to discuss any questions or concerns related to the care furnished by the child care vendor.
2. Refer parents/guardians to the Baltimore County Office of Child Care, Region 3, at 410-583-6200, for further assistance regarding a child care vendor or to file a complaint.

If any issues or concerns related to the lease requirements or the use of school facilities by a vendor arises, the principal should:

1. Initiate a discussion with the director or paid staff member to resolve any issue in a timely and amicable manner.
2. If the issue continues to cause concern, present written documentation to the vendor requesting a remedy to the situation, and retain a file copy of the written documentation.
3. Contact the following individuals for further assistance if the issue is not resolved.

**For lease agreement matters:**

Richard Gay, Purchasing Manager  
Office of Purchasing  
410-887- 4334 or [rgay@bcps.org](mailto:rgay@bcps.org)

**For use of facility matters:**

William Wingerd, Administrator  
Department of Physical Facilities  
Office of Operations  
410- 887-0430 or [bwingerd@bcps.org](mailto:bwingerd@bcps.org)

4. Assure that any vendor requesting to use their facility on an additional-time basis completes an additional Use of School Facilities form and pay any additional fees.

### **Responsibilities of Child Care Vendors**

1. Accept and comply with all requirements of the lease agreement.
2. Accept and comply with all Board of Education of Baltimore County policies and rules governing the use of school facilities.
3. Verify that no BCPS board members, employees, or volunteers are owners, and understand the applicable BCPS ethics review rulings/statements.
4. Must ONLY use the designated classroom or other space stipulated on Schedule A of the lease agreement. Any changes in the agreed upon leased space will require the completion of a new Application for Use of School Facilities.
5. Accept responsibility for all safety precautions and discipline necessary for the protection and safety of children, i.e., the prevention of children venturing into areas not deemed permissible.
6. Accept total responsibility for providing adequate supervision of all persons at staff/student ratios mandated by state law, and ***never request BCPS' custodial staff and/or other school personnel to assume responsibilities involving the supervision of children.***
7. Abide by any school system decision to close schools and any holiday and/or vacation schedules.
8. Vendor may complete an additional Use of School Facilities form to request to use the school on a designated professional development day, or over winter/spring break.
9. Abide by any school system directive not to open or operate when the superintendent determines that weather conditions necessitate delayed school openings, the closing of school for the entire day, early school closings, or the cancellation of afternoon and evening programs.
10. Refrain from opening/operating when BCPS is used as an official polling site.
11. Communicate with parents about the operation of their program.

### **Access to Schools**

***Under no circumstances should keys to any BCPS facility be made available to any child care provider owner, director, or staff member.***