

## USE OF SCHOOL PROPERTY BY ORGANIZATIONS OPERATING A SCHOOL AGE CHILD CARE PROGRAM

### Statement of Policy

It is the policy of the School Board to encourage the use of its facilities for activities and programs that serve the school community without interfering with the mission of the MSD of Wayne Township.

### Definition of Terms

**“Criminal Conviction”** means a finding of guilty, guilty but mentally ill, or agreement to a pre-trial diversion of a criminal charge under the laws of any state or the United States.

**“Before or after school child care”** means child care services for school age children provided for the parent/guardian of children enrolled in the District.

### Standards for a Before or After School Child Care Program

To qualify for selection as a before or after school child care provider authorized to utilize facilities of the District, a provider must:

- a. Submit a proposal for before or after school child care services pursuant to a request for proposal administered by the Superintendent pursuant to I.C. 5- 22-9.
- b. Provide child care for the hours and days specified in the request for proposals and at the locations specified in the request for proposals.
- c. Maintain general liability and errors and omissions coverage to indemnify the District for claims resulting from the provider’s services, with coverage in the amount of no less than \$1,000,000 per person and \$2,000,000 per occurrence.
- d. Maintain statutory workers compensation coverage with employment liability limits in the amount of no less than \$1,000,000 for all employees and independent contractors providing services.
- e. Provide an adult employee to child ratio in accordance with state regulations listed in 470 IAC 3-4.6-6.
- f. Compensate the District for the additional expenses incurred as a result of the operation of the before or after school child care program.

- g. Commit to non-discrimination in employment and operations on the basis of race, religion, color, disability, sex, sexual orientation, gender identity, national origin, ancestry, age, United States military service veteran status, genetic information, and any other category protected by state or federal law.
- h. Commit to identify and exclude from any contact with children an employee, applicant for employment, and volunteer with criminal convictions for an offense listed in I.C. 20-28-5-8, or an offense that is substantially equivalent to any of the offenses in which the judgment of conviction was entered under the law of any other jurisdiction.
- i. Screen every applicant for employment and volunteer for criminal convictions listed in I.C. 20-28-5-8 and exclude applicants with a conviction for a listed crime from any position with any contact with children. This requirement shall not operate to preclude the use of additional selection criteria by a provider.

### **Selection of Program Providers**

The Superintendent is directed to develop a request for proposals to provide before or after school child care services using District facilities. Proposals shall be evaluated for compliance with the **Standards for a Before or After School Child Care Program** paragraph of this Policy and a recommendation should be sent to the Superintendent for the selection of a program provider based upon these standards.

The request for proposal process shall be administered in accord with I.C. 5-22-9 and any additional procedures that are consistent with Indiana law and this Policy.

### **Administration of this Policy**

The Superintendent is authorized to develop a request for proposals that incorporates the standards set forth in the **Standards for a Before or After School Child Care Program** paragraph of this Policy. The request shall include:

- a. forms, notices, and other documents necessary to select one or more providers of before or after school child care services and operate the programs using District facilities;
- b. contract(s) for before or after school services by the provider(s) selected; and
- c. forms for a report on the financial program, and safety aspects of the provider's operations.

MSD of Wayne Township, Marion County, Indiana

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