

Business and Non-Instructional Operations**Concept and Roles in Business and Non-Instructional Operations****Before and After School Program Policy**

Statement of Purpose: The Eastford Board of Education (the “Board”) operates a Before and After School Program (“BASP”), a child care program operated and administered by the Board and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Schedule: The schedule for the BASP shall be determined by the Superintendent of Schools on an annual basis.

Admission Criteria: Children in attendance must be enrolled as students at the Eastford Elementary School.

Parent Advisory Committee: On a voluntary basis, parents and community members appointed by the Superintendent shall act as advisors to the administration with regard to the BASP program. Service on the Parent Advisory Committee shall be in the discretion of the Superintendent of Schools. The Parent Advisory Committee shall meet at least once per year, and at other times as may be deemed appropriate by the Superintendent.

Management: The superintendent (or designee) and the BASP liaison will be responsible for management of the program.

Finances: The BASP will be financially supported by fees collected from participating families. The Board of Education will provide the facility and operational resources. Fees will be used to pay employees’ wages, benefits and other expenses, such as but not limited to materials and supplies. Grants may be used to supplement the program when available. The BASP budget shall be reviewed and approved on an annual basis in conjunction with the Board’s budget process. A fee schedule will be developed at least once per year and publicized through district resources, including the website. The superintendent will develop procedures for collecting, depositing, managing and reporting of all funds associated with the BASP. All procedures will incorporate existing School District accounting practices.

Policies: All relevant policies pertaining to employees and students shall apply to the BASP, unless superseded or modified by specific BASP protocols as may be developed by the Superintendent. The Board delegates the responsibility for the development, revision and implementation of specific protocols for BASP governing matters not covered in other educational policies, including but not limited to registration, drop-off and pick-up information, billing, receipts, schedule and other items.as may be determined to be appropriate by the Superintendent of Schools.

First Reading: August 11, 2011

Adopted: December 8, 2011

Eastford Board of Education