

**Extended Day Care Facility Use
Board of Education
Wrightstown Community School District**

The Board of Education recognizes the value of extended day care programs for school age students and their parents/guardians. Therefore, the Board will cooperate with day care providers in making extended day care opportunities available within the district.

The Wrightstown School District will extend special provisions regarding its fee schedule to any group or organization that has achieved 501(c)(3) tax-exempt status per the Internal Revenue Service. Upon proof that the group or organization is currently, or could qualify to be, a 501(c)(3) the district will waive all normal fees per the posted schedule.

The following criteria must be met by any eligible extended day service provider:

1. All students that take part in the program must reside within the Wrightstown School District boundary lines.
2. Extended day providers will meet all standards set forth by the State of Wisconsin and the Department of Health and Family Services.
3. The provider will hold the district harmless from any liability, claim, or damages caused by the acts or omissions of the provider.
4. The provider must provide proof of insurance to the district prior to starting the program.
5. The provider will be responsible for all damages that occur while the program is in session.
6. The provider will not discriminate on the basis of a person's age, sex, race, ethnic origin, ancestry, creed, religious beliefs, marital or parental status, or physical, mental, emotional, or learning disability.
7. Extended day providers shall enter into a written agreement with the Wrightstown School District each year.
8. Extended day providers must submit a request in writing no later than April 1 in order for the program to continue after July 1 of that same year with the following information:
 - a. Location of the program
 - b. Times and dates of operation for the fiscal year beginning July 1 and running through June 30 of the following year
 - c. Name of all supervisors at the site
 - i. Address and telephone number of each person at the site
 - ii. Background check information must be supplied to the district for each employee listed
 - d. Approximate number of students that will be part of the program
 - e. The cost to the parents/guardians for enrolling a student in the program
 - f. A general list of activities that will take place at the site
 - g. A detailed inventory list of all items that will be brought in by the provider

**Extended Day Care Facility Use
Board of Education
Wrightstown Community School District**

9. No later than September 30 of the contract year, the extended day provider will submit, in writing, to the Superintendent of Schools a list detailing the following:
 - a. Location of the program
 - b. Actual times that the program is using the building/site
 - c. Name of all supervisors at the site along
 - d. Background check information for each employee listed
 - e. Average daily attendance at the site

10. Extended day providers are responsible for the following:
 - a. Establish and carry out all staffing procedures
 - b. Monitor all financial matters of the program
 - c. Comply with all state requirements
 - d. Student to staff ratios
 - e. Group size
 - f. Space/student allocations
 - g. Equipment
 - h. Staff qualifications
 - i. Records maintenance
 - j. Health requirements (such as immunizations)
 - k. Establish procedures for collection of student fees and follow-up of unpaid charges
 - l. Establish written procedures for the day-to-day operation and administration of the program
 - m. Develop a program philosophy

The Wrightstown School District will invoice the extended day provider at the end of each month.

The Wrightstown School District will provide the following to the extended day provider:

1. Space for the program to operate based on the fee schedule set forth in the contract
2. Properly lit and heated facilities
3. The availability of a telephone for emergency use
5. Provision for all utilities

Adopted: 9/16/2015

Reviewed:

Revised: 1/20/21