

## Appendix 1

### SAMPLE PARTNERSHIP AGREEMENT

**This template is to assist you in the development of a customized Partnership Agreement. Below are specific responsibilities that must be included in the Agreement. Applicants should use the Sample Partnership Agreement as a starting point in the development of an agreement that reflects the unique contributions and responsibilities of each partner agency in the proposed program. Add additional clauses as necessary to customize and align the agreement with your proposed program. Failure to submit a customized Partnership Agreement will be an indicator that the required collaboration did not occur.**

#### Partnership Agreement

The \_\_\_\_\_ and \_\_\_\_\_  
(Name of School) (Name(s) of Partnering Agencies)

agree to assume and perform the following roles and responsibilities in the administration of the 21<sup>st</sup> Century Community Learning Centers program during the 2017-2022 grant term. The goal of this program is to provide a 21<sup>st</sup> CCLC program of the highest quality for the participating students.

The partnership agreement is comprised of three sections:

- Joint Responsibilities of the School and Partnering Agencies
- Responsibilities of the Partnering Agencies
- Responsibilities of the School

#### **I. Joint Responsibilities of the School and Partnering Agencies**

1. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, field trips, food, sports-related health exams, insurance, medical and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to applicable local and state standards.
2. Structure and facilitate meaningful communication between the school staff and the 21<sup>st</sup> CCLC program. Provide on-going opportunities for school staff and 21<sup>st</sup> CCLC staff to plan, coordinate, and integrate curricular areas with 21<sup>st</sup> CCLC activities.
3. Hold regularly scheduled advisory meetings (quarterly) between the staff of the partnering agencies, school principal(s) or designee, other appropriate personnel and key stakeholders including students, families and community members to discuss all issues pertaining to the 21<sup>st</sup> CCLC program. Agenda items will include, but not be limited to effectiveness of program features, student development, and other aspects of program evaluation.
4. Develop mechanisms and opportunities to communicate on a regular basis with both the Parents' Association and the family members of the program's students, including information regarding the 21<sup>st</sup> CCLC program that is accessible in a public space.

5. Recruit, select, and enroll student participants in the 21<sup>st</sup> CCLC program and disseminate program information widely.
6. *Add additional clauses as necessary to describe additional project responsibilities shared by the school and partnering agency.*

## **II. Responsibilities of the Partnering Agencies**

1. Communicate and provide information to the school about the 21<sup>st</sup> Century CCLC program through regularly scheduled meetings.
2. Ensure that School-Age Child Care Registration, if required, is obtained for programs that will serve seven or more children under the age of 13 years.
3. Recruit, hire, and train all program staff in cooperation with the school. The school principal and/or his/her designee will participate in the selection of the full-time person responsible for the program.
4. Manage the day-to-day operations of the program, if required, and notify the school of any problems, issues, and concerns in a timely fashion.
5. Track individual student enrollment and attendance and provide that information to the school on a regular basis.
6. Invite designated school staff to attend 21<sup>st</sup> CCLC staff meetings.
7. Attend school staff meetings as determined by the school principal.
8. Make staff available for in-service training throughout the school year and arrange for appropriate substitute coverage.
9. Work cooperatively with the research and evaluation component of the 21<sup>st</sup> CCLC program.
10. Ensure the respectful treatment of school property, including replacing property damaged or destroyed by the students or staff of the after-school program, and keeping the spaces used by the after-school program clean. Equipment will be inventoried and labeled.
11. Ensure that all applicable local and state requirements for staff clearances are met.
12. Develop protocol for emergency notification of parents and/or guardians.
13. Establish procedures for the safe-keeping and safe transport of children after program hours.
14. Ensure that there is staff on-site during program hours trained in first aid, CPR and medical emergencies.
15. Maintain appropriate insurance coverage, if required.
16. Provide the lead 21<sup>st</sup> CCLC agency with all appropriate and requested financial information and reports in a timely fashion.

17. Add additional clauses as necessary to describe additional project responsibilities of the partnering agency.

**III. Responsibilities of the School**

1. Work cooperatively with the State Education Department independent State-Level Evaluator of the 21<sup>st</sup> CCLC program. Information requested by evaluators is to be provided in a timely manner. This may include, but is not limited to, sharing school profiles and all relevant data available in the public domain. In addition, test scores, grades, attendance, etc. will be provided with full protection of the rights of the students in compliance with applicable laws relating to privacy and confidentiality, and within the regulations of the school system. A parental consent process will be used to ensure privacy protections which, at a minimum, will include some type of parental consent that includes, but is not specifically limited to, permission for information (test scores, grades, behavioral reports, etc.) to be shared by the district with the CBO partner, the State and federal educational agencies for monitoring and compliance purposes, and the independent evaluator.
2. Work cooperatively with the lead partnering agency, if not the school, to provide all relevant data related to test scores, grades and attendance in order to fulfill reporting requirements of the federally mandated Annual Performance Report.
3. If the program is school based, assure the availability of clean spaces for the 21<sup>st</sup> CCLC program in an adequate number of classrooms, as well as the cafeteria, auditorium, library, computer lab, gymnasium, and any other relevant space, including adequate office space for program staff.
4. Supply adequate and appropriate storage space for the 21<sup>st</sup> CCLC program's materials and equipment.
5. Facilitate the provision of full custodial services at no cost.
6. Identify and organize appropriate security for the after-school program.

*Add additional clauses as necessary to describe additional project responsibilities of the school.*

Agreed on this day, _____, by	
(Month/day/year)	
_____	_____
(Name of School District)	(Signature of Superintendent)
_____	_____
(Name of School)	(Signature of School Principal)
_____	_____
(Name of Partnering Agency)	(Signature of Executive Director)
_____	_____
(Name of Partnering Agency)	(Signature of Executive Director)

(Add additional signatures as appropriate.)