



ADMINISTRATIVE PROCEDURE

BEFORE AND AFTER SCHOOL EXTENDED LEARNING PROGRAMS

6145

Procedure No.

November 1, 2006

Date

- I. **PURPOSE:** The purpose of these procedures is to identify the steps to be taken when principals and the school community desire a Before and After School Extended Learning Program in the school. These procedures establish the physical and procedural means for operating the program and engender communication and coordination of efforts that maintain program operations.
- II. **INFORMATION:** The Before and After School Extended Learning Program is designed to serve the school community by offering a licensed, high quality, school-based, school-age extended learning program of developmentally appropriate activities in a wholesome and safe environment.
- III. **BACKGROUND:** Working parents are faced with the often-difficult task of ensuring quality supervision of their child/children before and after school hours. A school-age program can serve a community in many different ways. The Prince George's County Public Schools Before and After School Extended Learning Program serves the community by providing working parents with a safe, secure, nurturing, and educational environment for their children.

The Program's philosophy contends that the activities of children after school can be as important to their growth and development as the time they spend in school. During these non-school hours, children are able to meaningfully participate in activities that refine skills, have opportunities for homework and study time, explore new fields of interest, participate in hands-on activities, and engage in self-discovery play. All these activities support and expand the physical, social, emotional, and cognitive skills experienced in school. All Programs observe the same basic organizational principles and expectations. The Program staff adheres to an organizational structure and standard operational procedures that gives it the authority to respond to local conditions. All Programs are licensed by the Maryland State Department of Education – Office of Child Care.

All Programs are conducted in accordance with the Prince George's County Board of Education's policies and procedures. It is based on the belief that a child should be engaged in enriching activities that fulfill the requirements for physical, social, emotional, and intellectual growth development. Thus, the Prince George's County Public Schools Before and After School Extended Learning Program is designed to facilitate opportunities for holistic growth of students.

- IV. **DEFINITION:** Prince George's County Public Schools Before and After School Extended Learning Programs are defined as programs that operate to provide a supervised schedule of activities, including a balance between recreation, play, enrichment, snack, extended learning opportunities, homework completion, and quiet time.



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- V. **PROCEDURES:** The Prince George's County Public Schools Before and After School Extended Learning Care Program is available to all students in grades K-6 enrolled in the regular school. Students will be grouped in similar age combinations. The days of operation will include all days that school is in session. The Program will not be in operation on holidays, professional development and teacher planning days. Services are available Monday- Friday school days only.
- A. Surveys
1. The Principal determines support, inclusiveness in school operations, program space needs (program operations, office, storage, alternative use), and security.
 2. The parents' interest is based on times of operation, calendar, and cost.
- B. Essential Program Components
1. The minimum enrollment required to establish a program will be the enrollment necessary to cover the base costs associated with operating the program. Programs that are unable to maintain the required enrollment will be subject to closure the following academic school term.
 2. Space acceptable to Child Care Administration (Based on current COMAR Licensing Standards).
 3. Staffing acceptable to Child Care Administration (Based on current COMAR Licensing Standards).
- C. Registration
- D. Securing valid State of Maryland Childcare Licensing to operate
- E. Commitment to Seek National AfterSchool Association Accreditation
- VI. **RELATED PROCEDURES AND REGULATIONS:** State of Maryland, Maryland State Department of Education – Office of Child Care, Department of Human Resources, Child Care Licensing (COMAR 07.04.02), Prince George's County Public Schools policies and procedures, and Standard Operations Manual for Prince George's County Public Schools Before and After School Extended Learning Programs.



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- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Academics and will be updated as needed. Please direct questions to the Before and After School Care Program office.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- IX. **EFFECTIVE DATE:** November 1, 2006.

Approved by:
John E. Deasy
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11