

**Addendum C** (Page 1 of 2)

**PROGRAM ASSURANCES AND SIGNATURE PAGE**  
**Fiscal Year 2009-2010 (FY2010)**

**We agree to comply with the following conditions.**

1. Applicants are required to employ a Project Coordinator who will serve as the primary point of contact with the Department's 21<sup>st</sup> CCLC Program Coordinator. This person must be hired or designated by the applicant agency and is responsible for managing the administrative functions of this program.
2. The Project Coordinator will ensure that program staff, including staff hired by contracted providers, are qualified to deliver the proposed programs and services and meet the qualifications listed below.
3. The Project Coordinator will attend statewide coordinators' meetings.
4. The Project Coordinator and site based administrators will be encouraged to attend Department-sponsored 21<sup>st</sup> CCLC professional development opportunities.
5. The program will target primarily students who are low-income, at-risk academically and/or socially/emotionally, receive special education services, and/or are limited English proficient or second language learners.
6. The district will cooperate in carrying out all evaluation components conducted by state (SAYO and APT) or federal officials.
7. Equitable access to and participation in programs or activities must be provided for students, teachers, and other program beneficiaries with disabilities. Teachers, students, and other program beneficiaries will not be denied access to or participation in activities based on gender, race, national origin, color, disability, sexual orientation, or age. Funded programs or activities will be monitored by the Massachusetts Department of Elementary and Secondary Education through written documentation and onsite visits, as appropriate, to ensure that outreach to this population has been made.
8. The programs will take place in a safe and easily accessible facility.
9. Student to staff ratios will not exceed 13:1. A ratio of no more than 10:1 is recommended when the activities are especially focused on academics.

**Staff Requirements**

10. Staff who are not licensed teachers and are serving as site Coordinators and/or group leaders (leading activities) must:
  - a. be at least 18 years of age; **and**
  - b. possess a high school diploma or its equivalent (GED); **and**
  - c. possess an associate's degree or higher in education, child development, or a related field (or be working towards an associate's degree or higher); **or** have equivalent job experience in the field.
11. Specialists (people who instruct specialized programs e.g., tutoring, academic support, dance, arts, conflict resolution, health/fitness, nutrition, and Tai Kwon Do) **must** be knowledgeable, trained, and/or licensed in the area(s) they will be instructing.
12. Assistant group/activity leaders **must** be at least 18 years of age and, at a minimum, possess a high school diploma.
13. Peer leaders/student workers **must** receive proper training and be supervised, at all times, by the site Coordinator or group leader. Peer leaders or anyone under the age of 18 **cannot** lead an activity without proper supervision.

**Addendum C – continued** (Page 2 of 2)

14. All staff will receive training, in particular outside contractors, in how to respond to emergency situations that may arise during the course of program activities.
15. All staff will be CPR and first aid certified with two (2) months of employment.
16. CORI checks:
  - a. The lead agency shall ensure that all individuals working or providing services in a 21<sup>st</sup> CCLC funded program, whether hired directly or by a contracted agency (salaried or volunteer), shall complete an application form that contains a section requiring the applicant to disclose whether or not he or she has a criminal record and what crimes, if any, he or she has been convicted of, consistent with the requirements of M.G.L. c. 151B, §4 (9). The application shall not require an applicant to disclose an arrest, detention, or disposition regarding any violation of law in which no conviction resulted. No application for employment shall be considered complete unless the applicant completes this section. Applications must be kept on file and available for review by the Department of Elementary and Secondary Education, if necessary.
  - b. The lead agency shall ensure that each individual working or providing services in a 21<sup>st</sup> CCLC funded program whether hired directly or by a contracted agency provides consent to a CORI investigation as part of his/her application and to future periodic CORI checks.
  - c. The lead agency shall require, as a condition of an offer of a position, the satisfactory completion of the CORI investigation.
  - d. If staff are hired by contracted providers then the lead agency shall confirm an offer of a position(s) only after it receives written confirmation that the criminal record investigation has resulted in a finding of *no record* or until the lead agency has received and reviewed a copy of the CORI.
  - e. Individuals who are employed by the school district and have a CORI check on file do not need to have a CORI investigation conducted again for employment in the ASOST program unless they leave their school-day position.
  - f. The lead agency shall review positive findings from the CORI investigation.
  - g. The lead agency shall not permit any candidate to commence employment or other services until after the candidate is cleared as a result of the CORI investigation, in accordance with these regulations.

**APPLICANT AGENCY NAME:** \_\_\_\_\_

We agree to the assurances stated above and will comply with all grant requirements.

✓	
<b>Signature of Principal for Proposed Site (1<sup>st</sup> Site)</b>	<b>Date</b>
✓	
<b>Signature of Principal for Proposed Site (2<sup>nd</sup> Site, if any)</b>	<b>Date</b>
✓	
<b>Signature of Principal for Proposed Site (3<sup>rd</sup> Site, if any)</b>	<b>Date</b>
✓	
<b>Signature of Principal for Proposed Site (4<sup>th</sup> Site, if any)</b>	<b>Date</b>
✓	
<b>Signature of Superintendent or Executive Director</b>	<b>Date</b>