

# ADMINISTRATIVE PROCEDURE

## VENDOR MANAGED CHILD CARE PROGRAMS (VMCCP)

6145

Procedure No.

August 11, 2023

Date

- I. **PURPOSE:** The purpose of this administrative procedure is to identify steps to be taken when a school community desires a before and after school program in the school for child care or an extended learning opportunity. This administrative procedure establishes the physical and procedural means for establishing and operating these programs and engenders communication and coordination of efforts that maintains program operations.
- II. **POLICY:** Prince George’s County Public Schools (PGCPS) works with every vendor to cultivate care as outlined in Board Policy 0118.

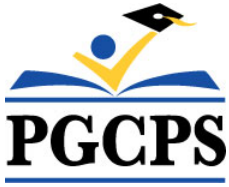
STANDARD: 4. Safe and Supportive Environments:(a) Cultivate a systemic culture of CARE (Collective Accountability, Responsibility, and Excellence). Prince George's County Public Schools. (2021, November 18).

III. **BACKGROUND:**

- A. The Board and PGCPS created a before and after care program in 1985 that operated independently to provide parents with licensed child care before and after school and/or to provide academic enrichment. That program was known as the Before and After School Extended Learning Program, or BASELP. After more than 30 years of providing self-sustaining before and after school care for selected schools, PGCPS has decided to use vendors to provide this service to families.
- B. The purpose of the Vendor Managed Child Care Programs (VMCCP) Office, operated by the Early Learning Programs Office, is to provide a procedural framework for oversight of these child care programs, establish organizational hierarchy for accountability and reporting, ensure compliance with Code of Maryland Regulations (COMAR) for child care, and safeguard compliance with PGCPS administrative procedures. The VMCCP Office will deliver an excellent customer service response, support, monitor and evaluate the vendor-managed program sites, and provide an active means to reduce liability for PGCPS.

IV. **DEFINITIONS:**

- A. *Accreditation* – A formal method to recognize quality in school-aged care programs. All VMCCPs must be accredited by the State of Maryland.
- B. *Approved vendor partner* – Must be licensed by the state of Maryland. The vendor is vetted through PGCPS’ Purchasing and Supply Services’ Request for Proposal (RFP) process and rendered “approved” to do business with PGCPS.



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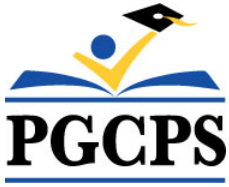
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- C. *Code of Maryland Regulations (COMAR)* – The official compilation of all administrative regulations issued by agencies of the State of Maryland.
- D. *Department of Permitting, Inspections and Enforcement (DPIE)* - Consolidates into one location the various functions associated with the regulation and approval of economic development and redevelopment projects within Prince George’s County. These functions include the authorization and regulation of building, site/road, and utility permits, as well as business licensing, all of which help to drive the local economy and ensure the health and safety of county residents, businesses, investors, and visitors.
- E. *Maryland EXCELS* – Maryland’s quality rating and improvement system for child care and early education programs (COMAR 13A.14.14.01). The program assists families in finding high-quality child care early education programs, and increasing and maintaining high-quality service. Participating programs are recognized for their commitment to high-quality child care and early education. *Maryland EXCELS* rates the quality of child care and early education programs on a scale of 1 to 5. Programs with a quality rating of 5 meet the highest standards in *Maryland EXCELS* and are state or nationally accredited.
- F. *Maryland State Department of Education (MSDE) - Office of Child Care (MSDE-OCC) - Division of Early Childhood Development (Division)* – The State agency responsible for early care and education throughout the State of Maryland. The primary mission of the *Division* is to ensure health and safety in child care programs, and improve early education experiences of young children so that they are prepared for and successful in school.
- G.. *National After School Association (NAA)* – The membership association for professionals who work with children and youth in diverse school and community-based settings to provide a wide variety of extended learning opportunities and care during out-of-school hours.
- H. *Notice of Intent* – A formal application to MSDE Office of Child Care (OCC) to begin the process of opening a child care facility.



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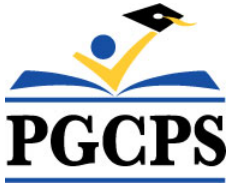
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- I.. *School-aged child care* – Child care for children who are at least five (5) years of age. These programs complement the school day or school year. Selected sites may have students that are four (4) years of age.
- J.. *Termination for convenience* – Either party may terminate the MOU by giving to the other party written notification thereof at least 90 days prior to termination.
- K.. *Vendor monitors* – PGCPS employees who support the VMCCP Office by observing children that attend programs managed by approved vendors. The *vendor monitor* will compile observation data and generate a quarterly report for sites.
- L.. *Vendor Managed Child Care Programs (VMCCP)* – Before and after school care programs that approved vendors operate in PGCPS to provide a supervised schedule of activities, including a balance between recreation, play, enrichment, snack, extended learning opportunities, homework assistance, and quiet time.

#### V. **PROCEDURES:**

- A. The VMCCP are available for school-aged child care to all students in Grades K to 6 enrolled in designated elementary and specialty schools. Students will be grouped in similar age combinations. The days of operation will include all days that school is in session. Program schedules are adjusted whenever the school system adjusts its schedule due to special events and inclement weather.
- B. Standard Steps to Establish Program
  - 1. In order to establish a program, there must first be expressed interest from the school principal, PTA leadership, or parents to the VMCCP Program Supervisor (Please see Attachment B for further details.)
  - 2. The VMCCP Program Supervisor will meet with the school principal to confirm that overall school operations support compliance with COMAR requirements and PGCPS VMCCP operations.
  - 3. The VMCCP Office staff will conduct a parent survey (see Attachment E) to determine the school community’s needs and support for a child care program. The survey results will determine whether there is enough interest so that a recommendation from the PGCPS VMCCP Program Supervisor must be made to the Director of Early Learning to establish a program at the school.



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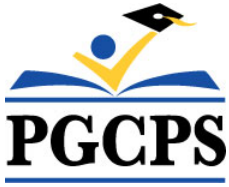
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4. The Director of Early Learning will review the recommendation, and if they are supportive of the establishment of the VMCCP, they will forward their own recommendation to the Chief Academic Officer (CAO). The CAO will make the final decision. The VMCCP Office Supervisor/designee will communicate the decision to the school principal, who will communicate the decision to the school community.
  5. If the results indicate moving forward with establishing a program, the VMCCP Program Supervisor will work with PGCPS' Purchasing and Supply Services to select the vendor for the new program.
  6. The selected vendor must take the following actions:
    - a. Initiate steps to secure a Maryland Child Care License, at each site according to COMAR 13A.16.01 (see section V.C. below.)
    - b. Establish an opening date, once a license has been issued to operate a school-aged program.
  7. The vendor will complete the emergency plan addendum for their licensed site. VMCCP Office staff and the PGCPS Safety Officer will review the Safety and Security Protocols (see Attachment A).
  8. All vendor employees must complete the mandated *SafeSchools* Training:  
Required Trainings for Contractors – Required for contractors who work with students. Not only the *SafeSchools* training for Student Contractors needs to be completed, but every employee of the vendor must go through the fingerprinting and Child Protective Services (CPS) clearance process, and it is the responsibility of the VMCCP to track the completion of these requirements by every employee of the vendor.
- C. Selected Vendor Licensing Application Process
1. Upon completion of the parent survey (Attachment E), approval of the CAO, and the selection of the vendor, the vendor will complete the following steps to obtain a license:
    - a. Submit a Notice of Intent to operate a child care facility to MSDE-OCC.
    - b. Submit a complete application to MSDE-OCC.



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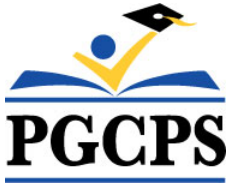
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- c. Provide the Department of Permitting, Inspections, and Enforcement (DPIE) site, fire evacuation, and floor plans.
- d. Submit a written plan of operation and documentation of compliance to the DPIE with local zoning, building, health, fire codes, and workers compensation insurance coverage.
- e. Submit for review and approval a food menu plan and written child discipline procedures to MSDE-OCC.
- f. Submit details about the available space, to the MSDE-OCC licensing specialist once confirmed by the school principal, which includes office storage and alternate space by the current regulations for Child Care Centers (COMAR 13A.16.01) and acceptable to the MSDE-OCC licensing specialist.
- g. Submit a staffing pattern to the MSDE-OCC licensing specialist of the vendor program personnel who will be assigned to the site, staff qualification documents, staffing pattern, results of Criminal Background Check (CBC), and medical evaluation based on licensing requirements as determined in the current Regulations for Child Care Centers (COMAR 13A.16.01) and acceptable to the MSDE-OCC licensing specialist.

#### D. Vendor Partnerships

1. Vendors that are selected through the RFP process will enter into a contract with PGCPS to do one of the following: (Please see Attachment B for further clarification of each step.)
  - a. Establish additional Site
    - 1) The vendor will receive a Notice of Contract Award from Purchasing and Supply Services.
    - 2) The vendor will secure a valid State of Maryland license for operation.
    - 3) Once a site is established, each vendor must have all personnel adhere to the policy for *SafeSchools* video training.



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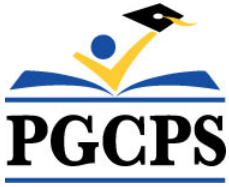
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- 4) It is the responsibility of the vendors to inform all parents of the VMCCP procedures for delayed openings and early closings for vendor programs as outlined in Attachment F.
  - 5) Establish an opening date once a license has been issued to operate a before and after school program.
- b. Transition an Established Site
- 1) When it is no longer feasible for a vendor to operate a program, the following steps must be followed:
    - a) The vendor must give the PGCPS VMCCP Office at least a 90 calendar day notice in writing citing the reasons for the discontinuation of the before and after care services.
    - b) If the program's discontinuation notice is submitted during a school year, we will request a termination for convenience.
    - c) In the event of circumstances beyond the vendor's control which warrant program closure before the school year is over, the vendor must immediately give notice to all parties. The PGCPS VMCCP Program Supervisor will work with Purchasing and Supply Services to modify existing contracts to place the sites. If Purchasing and Supply Services is unable to modify the contracts, the PGCPS VMCCP Supervisor will, with LOCATE child care services, find alternative care recommendations for parents. In addition, will work with Purchasing and Supply Services to issue a new solicitation for child care services.
    - d) The vendor must notify the Maryland Office of Child Care Licensing of its intent to terminate its PGCPS program site within one (1) week of notifying the PGCPS VMCCP Office.
    - e) The vendor will close out the school site and all records per MSDE - COMAR (refer to the contract between PGCPS and vendor for details on the close out process).
  - 2) The newly awarded vendor will follow the steps for licensing and opening the site as required in Attachments B and D unless PGCPS' VMCCP has documented reasons why the site cannot be licensed for reasons such as no community interest in the program continuing or other reasons identified by



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PGCPS' VMCCP and approved by the Chief of the Division of Academics and the Superintendent. The newly awarded vendor will:

- a) Commit to participate in Maryland EXCELS - Per COMAR 13A.14.14.01..07, vendors are required to be qualified by Maryland EXCELS to receive a Child Care Program Bonus from the Office of Child Care, within the Maryland State Department of Education (MSDE).
- b) Program Observation - The VMCCP vendor monitors will conduct site observations at each program to assure quality programming, safe environments, and compliance with PGCPS policies and administrative procedures. Under applicable School-Age Before and After Care regulatory requirements as outlined in COMAR, the observation assists to identify best practices, program quality, strengths, and weaknesses (See Attachment C).

### VI. MONITORING AND COMPLIANCE

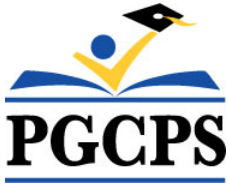
- A. All programs including vendor partners will be monitored for compliance with COMAR 13A.16.01, *et seq.* and standard operating procedures. They will be monitored through the compliance checklist, by the vendor monitor and VMCCP Program Supervisor by announced and unannounced visits. Please see Attachment C for further clarification of the compliance checklist.

### VII. RELATED PROCEDURES AND RESOURCES

Administrative Procedure 2565, Modification of School Hour Schedules  
Administrative Procedure 3160, Collection, Handling, Deposits, and Remittance of Tuition and Other Non-Study Activity Related Fees  
Administrative Procedure 10101, Student Rights and Responsibilities Handbook

### VIII. LEGAL REFERENCES AND RELATED RESOURCES

- Code of Maryland Regulations – Title 13A, Subtitle 16 – Child Care Centers  
<https://earlychildhood.marylandpublicschools.org/regul>
- Maryland State Department of Education – Office of Child Care  
<https://earlychildhood.marylandpublicschools.org/office-child-care>
- National After School Association Code of Ethics  
<https://naaweb.org/resources/code-of-ethics>



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- National After School Association Standards for Quality School-Aged Care  
<http://naaweb.org/images/NAASStandards.pdf>
- Maryland EXCELS - COMAR 13A.14.14.01. - .07 <https://marylandexcels.org/>
- Department of Permitting, Inspections, and Enforcement (DPIE)  
<https://www.princegeorgescountymd.gov/>

**IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:**

This administrative procedure originates with the Division of Academics and will be updated as needed by the Department of Early Learning, Vendor Managed Child Care Office.

**X. CANCELLATIONS AND SUPERSEDURES:** This administrative procedure supersedes Administrative Procedure 6145, dated September 12, 2019.

**XI. EFFECTIVE DATE:** August 11, 2023.

Attachment A: Safety and Security Protocols

Attachment B: Steps to Take to Obtain a Child Care Center License

Attachment C: Site Observation Form

Attachment D: Steps to take to Obtain a Use and Occupancy Permit

Attachment E: Sample Survey for Parents/Guardians

Attachment F: Procedures for the Delayed Openings and Early Closing for the VMCCP