

## **SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS**

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day.

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements for use of available surplus space will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses will be presented to the Superintendent and the School Committee by December 31 of each school year.

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.