

Guidelines for Parent Advisory Council organized after-school private programs

Parent Advisory Councils (PACs) may be interested in organizing private after-school programs for VSB students at their school. In general, these programs are provided by for-profit organizations with registration fees and the number of students served is a small proportion of the school population.

Use of VSB facilities for the provision of after-school programs by third parties falls under Administrative Procedures [AP550 Use of Facilities Grounds and Equipment](#) and [AP 553 Community and Commercial Use of Facilities and Grounds](#).

A valid facility rental agreement must be in place for all after-school programs. Programs are subject to availability of the facility as well as upholding all requirements of the VSB Rentals department.



GUIDELINES FOR ORGANIZING AFTER-SCHOOL PROGRAMS

PAC IS RESPONSIBLE FOR:	PROVIDER IS RESPONSIBLE FOR:
<ul style="list-style-type: none"> <input type="checkbox"/> Determining if there is a need for and/or enough interest in the after-school program(s). <input type="checkbox"/> Ensuring that the school administrator is consulted about any potential PAC coordinated after-school programs. <input type="checkbox"/> Identifying an organization to provide programming that: <ul style="list-style-type: none"> ○ Aligns with VSB’s Education Plan ○ Has experience in providing the type of programming ○ Has employees who are appropriately trained to provide the programming ○ Has employees that have a clear Criminal Record Check and relevant experience to provide programming to school-aged children ○ Agrees to uphold VSB’s Guidelines for Adults Interacting with Students. ○ Agrees to uphold relevant Administrative Procedures: <ul style="list-style-type: none"> ▪ AP 525 Sponsorships ▪ AP 553 A Community and Commercial Use of Facilities and Grounds General Terms and Conditions. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contacting Facility Rentals <input type="checkbox"/> Completing and submitting Application Forms to Rentals <input type="checkbox"/> Upholding: <ul style="list-style-type: none"> ○ Insurance Requirements ○ General Terms and Conditions as set by the VSB Rentals department ○ Relevant VSB Policies, Administrative Procedures, and Guidelines <input type="checkbox"/> Coordinating all administrative aspects of the program (registration, fee payment, communication to families, delivery of content, provision of supplies etc.)

