# Center Expectations and Principal Signoff Form

The principal of each participating school must sign the “Center Expectations: Principal Sign-off Form” outlining school responsibilities. This form must be submitted by subgrantees an annual basis or whenever there is a new principal or superintendent.

|  |  |
| --- | --- |
| **Center/School Name:** |  |
| **Program Director:** |  | **Center Coordinator:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Principal Name:** |  | **E-mail:** |  | **Phone:** |  |
| **Superintendent Name:** |  | **E-mail:** |  | **Phone:** |  |

By accepting 21st CCLC funding at your school, you are committing to actively supporting both the quality and compliance of the program. Research shows that programs with supportive host administrations make a more significant and lasting impact on the school community than those programs that operate in a silo within a building. For more information on 21st CCLC programs, please visit [CDE’s 21st CCLC webpage](http://www.cde.state.co.us/21stcclc).

By signing below, you are agreeing to support your 21st CCLC program in the following areas:

* **Designating a Primary Contact**: 21st CCLC programs should have a primary contact within the administration of the host school to support ongoing alignment and coordination between the school and the program. It is the expectation that the principal and/or superintendent plays a leadership role in collaborating with 21st CCLC programs. While a designated contact may be appointed, the responsibility for school collaboration lies in the Principal role.
* **Access to Student Data:** The federal government requires 21st CCLC subgrantees to report on multiple data points for students attending the program, including attendance, and demographic data as well as federally mandated performance measures (GPRA). Funded centers report regularly to CDE on these data points, which in turn reports aggregated and non-personally identifiable information to the U.S. Department of Education. In addition, each funded grant application has a specific set of performance measures, determined by the subgrantee, which is reported annually to CDE. By signing this form, you agree to assist the 21st CCLC program at your school with obtaining this data for reporting purposes.
* **Access to Appropriate Program Space:** Safe, appropriate, and easily accessible space is essential for successful programming and is a federal grant requirement (§4204(b)(2)(A)(i)). This may include access to classrooms, libraries, gymnasiums, technology labs, and outdoor fields during out-of-school hours. Programs may also need office space for staff members and storage space for program equipment. While it is not expected that the 21st CCLC program be given priority usage over other programs, host schools are expected to reasonably accommodate the space needs of the program.
* **Alignment with the School Day:** Programs are expected to align with and augment the learning that happens for students during the regular school day. Programs can support the learning goals of specific students or reinforce the educational priorities within a building. This happens most effectively through intentional coordination between the 21st CCLC program and day school staff.
* **Recruitment and Outreach:** 21st CCLC programs have baseline participation expectations for both students and family members that are articulated in the original grant application. Continued 21st CCLC funding is contingent on meeting these participation expectations. For that reason, it is essential that host centers support ongoing recruitment of students and outreach to the community about the program through continual coordination between the grant program and the participating school(s).
* **Sustainability:** The 21st CCLC program is intended to be seed money, providing several years of funding to support the building of a culture of extended day or out-of-school time engagement of students within a building, with the intention of sustaining the program after the grant ends. Programs may seek alternative funding, utilize volunteers or other day school staff, or leverage existing funding streams to support the program. Sustainability should be an ongoing conversation throughout the grant period between all stakeholders, including host administrators.
* **Participation in CDE Monitoring Visits:** During each grant period, CDE is required to conduct onsite monitoring of the compliance and quality of funded programs. These visits include program observations, a review of fiscal grant management, and meetings with key stakeholders of the program, including host administrators.

***Please confirm your commitment to supporting the 21st CCLC program in your building and/or district by signing below.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Signature:** |  | **Date:** |  |