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Memorandum of Understanding

School-Age Child Care Services Partnership

This Memorandum of Understanding ("MOU") is entered into between **The Learning Lamp (TLL)** and the **Richland School District (RSD)** for the purpose of collaborating to provide licensed before- and after-school child care services for students in Kindergarten through Grade 6 attending the Richland School District.

The child care program will be owned, operated, managed, and insured by The Learning Lamp and will be located within facilities provided by the Richland School District.

The program will be licensed through the Pennsylvania Department of Human Services (DHS) and will comply with all applicable DHS licensing regulations. As a licensed child care provider, the program will accept Child Care Works (CCW) subsidy assistance for eligible families.

The Learning Lamp agrees to provide qualified staff, age-appropriate programming, and a safe, enriching environment for enrolled students. Participation in the program is voluntary and will be available to all eligible students within the district, subject to enrollment capacity. Families will be charged **\$82.50 per week** for Before Care or After Care and **\$150.00 per week** for Before and After Care. Billing will occur after services have been rendered in accordance with The Learning Lamp's established billing procedures.

This Memorandum of Understanding is effective for the **2026–2027 school year** unless terminated in accordance with the provisions outlined below.

Responsibilities of Richland School District

1. Provide The Learning Lamp with designated space within the school district to operate a licensed before- and after-school child care program.
2. Provide reasonable access to building amenities necessary for program operations, including nearby restroom facilities, building exits, internet service, telephone access, and other resources customarily available to school programs.
3. Notify The Learning Lamp as far in advance as reasonably possible if the program space must be temporarily relocated due to maintenance, construction, cleaning, special events, or other building needs. Advance notice will allow The Learning Lamp to notify enrolled families and, when required, the Pennsylvania Department of Human Services.
4. Coordinate student arrival and dismissal procedures to ensure enrolled students are safely transferred between school personnel and The Learning Lamp staff before and after the school day.



The Learning Lamp is an Equal Opportunity Employer (EOE) and provider whose mission is to engage all children in the support they need to succeed. The Learning Lamp is a 501(c)(3) nonprofit organization, donations to which are tax-deductible to the fullest extent permitted by law. The official registration and financial information of The Learning Lamp may be obtained from the Pennsylvania Department of State by calling toll-free within Pennsylvania: 1-800-732-0909. Registration does not imply endorsement.

Responsibilities of The Learning Lamp

1. Provide all classroom materials, equipment, educational supplies, games, and consumable items necessary for daily program operations.
2. Employ and supervise qualified staff who meet all Pennsylvania Department of Human Services licensing requirements, including required background clearances, training, and certifications.
3. Maintain compliance with all Pennsylvania Department of Human Services licensing regulations applicable to licensed school-age child care programs.
4. Maintain general liability insurance and provide proof of insurance to Richland School District annually or upon request.
5. Maintain enrollment records, emergency contact information, medical information as required by licensing regulations, attendance records, and liability waivers for all enrolled children.
6. Be responsible for all enrollment, staffing, supervision, billing, tuition collection, regulatory compliance, and day-to-day operation of the child care program.

General Provisions

1. This Memorandum of Understanding represents the mutual understanding between The Learning Lamp and the Richland School District regarding the operation of the licensed before- and after-school child care program.
2. The parties agree to review this agreement annually and may amend it by mutual written consent.
3. Either party may terminate this Memorandum of Understanding by providing ninety (90) days' written notice to the other party.
4. This Memorandum of Understanding does not create a partnership, joint venture, or employment relationship between the parties. Each organization shall remain solely responsible for its own employees, operations, and obligations.

Signatures

By signing below, the parties acknowledge that they have read, understood, and agree to the terms of this Memorandum of Understanding.

 7-9-24

Christy Lejafo
Executive Director

Date

Arnold J. Nadonley
Superintendent

Date