#

Center Expectations LOA for Principals

This form must be submitted for each center for which the applicant is applying and **updated annually**.

**21st CCLC Center:**

**Program Director:**

**Center Coordinator:**

By accepting 21st CCLC funding at your school, you are committing to actively supporting the program's quality and compliance. Research shows that programs with supportive host administrations make a more significant and lasting impact on the school community than those operating in a silo within a building. For more information on 21st CCLC programs, please visit [Nita M. Lowey 21st Community Learning Centers](https://www.education.pa.gov/K-12/21st%20Century%20Community%20Learning%20Centers/Pages/default.aspx#tab-1).

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. Please indicate this contact person on the Designated Contact line below.
* **Access to Student Data:** The federal government requires 21st CCLC subgrantees to report on multiple data points for enrolled 21st CCLC program students, including performance, attendance, and demographic data. Funded centers will report on these data points, which report 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 PDE. By signing this form, you agree not to include any student or educator personally identifiable information in this application.
* **Access to Appropriate Program Space:** Safe and appropriate space is essential for successful programming. 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 centers are expected to accommodate the space needs of the program reasonably.
* **Alignment with the School Day:** Programs are expected to align with and augment the learning that happens for students during the traditional 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 students, and family members articulated in the original grant application. Continued 21st CCLC funding is contingent on meeting these participation expectations. For that reason, host centers must support ongoing recruitment of students and outreach to the community about the program.
* **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, to sustain 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 between all stakeholders, including host administrators, throughout the grant period.
* **Participation in PDE Monitoring Visits:**  PDE will conduct hybrid/in-person monitoring to ensure compliance and quality of funded programs. These visits include program observations, a review of fiscal grant management, and meetings with key program stakeholders, including host administrators.

Designated Contact: E-mail: Phone:

Principal: E-mail: Phone:

**Please confirm your commitment to supporting the 21st CCLC program in your building by signing below:**

Principal Signature (mandatory): Date:

\*It is the expectation that the principal plays a leadership role in collaborating with 21st CCLC programs. While a designee may be appointed, the responsibility for school collaboration lies in the Principal role.