

**Youth Emergency Services, Inc.**  
**905 N. Gurley Ave, Gillette, WY 82716**

21<sup>st</sup> Century Community Learning Centers Grant Funds

**Memorandum of Agreement**

This document constitutes an Agreement by and between the Campbell County School District #1 Sunflower Elementary School and the Youth Emergency Services, Inc. (Y.E.S. House) of Gillette, Wyoming

**WHEREAS** the parties to this Agreement endorse the goals and mission of the 21<sup>st</sup> Century Community Learning Centers guidelines and the Learn and Grow Program that is funded by the 21<sup>st</sup> CCLC grant. To successfully implement Learn and Grow, the program's partners must have access to a coordinated system that is community-based and school-based.

**THEREFORE** be it agreed that each partner agency will fulfill the duties specified below.

[Youth Emergency Services, Inc. \(Y.E.S. House\)](#)

- Open to 30 kids a day; open enrollment for students; drop in basis, 1 to 5 days a week.
- Monday through Friday, 3:40pm-6:45pm (parents pick up between 4:50 and 6:45) during school year.
- Schedule on early release days; 1:30pm-6:00pm.
- No afterschool program on snow days.
- 12pm-5pm on Professional Days. These sessions will be held at the Y.E.S. House campus on Gurley Ave.
- Most holiday hours are 12pm-5pm (closed on Christmas Day, New Year's Day, Thanksgiving Day, Memorial Day and Labor Day) *will be open all other holidays*. The day before Thanksgiving, New Year's Eve and Good Friday will be held at the Y.E.S. House Campus on Gurley Ave.
- Provide a meal at 6pm; snacks and clients supplies.
- Provide 2 staff.
- Learn and Grow staff will be responsible for cleaning all areas that are utilized by the program.
- Ensure students do not go into other parts of the building not designated for use by the Learn and Grow program.
- Offer the STEM-focused curriculum
- Learn and Grow will incorporate homework, academics, reading, character building, leadership, nutrition, and physical activity.
- Communication log will be utilized between home, school, and afterschool program when necessary.

[Campbell County School District #1, Sunflower Elementary](#)

- School will provide access to classroom, lunch room/commons area for 6pm meal, playground, gym, laptops, key/fob to access building.
- School will maintain proper insurance (professional liability, general and property).
- School will provide storage space for supplies, room for storage containers (3 large).

- School staff may help mentor students and/or facilitate activities as available or interested.
- No program fees will be charged to families.
- School will provide all cleaning materials.
- School will provide the time for their teachers to complete 21 CCLC reports, and data submission to WDE.
- The CCSD staff will gather and keep the required statistics and evaluation data for the grant evaluator. This information will be kept anonymous and is for the purpose of understanding program efficacy.
- CCSD staff will communicate with the Learn and Grow staff to provide academic progress information using PowerSchool, emails, and progress reports.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Sherilyn England, Executive Director

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Troy Claycomb, Principal

All parties agree to continue to be represented in this group. The group will be responsible for modifying and amending this Agreement. They will address problems and issues as identified.

**IN WITNESS THEREOF**, the parties have caused their duly authorized representative to execute this Agreement.