

Memorandum of Understanding  
Between  
Shoreline School District No. 412 and Shoreline Children’s Center Association

Framework for Moving Forward with Licensed K-5 Extended Care

This Memorandum of Understanding (MOU) between Shoreline Children’s Center Association (SCCA) and Shoreline School District #412 (District), collectively “the Parties”, is supplemental to the 2018 - 2022 Collective Bargaining Agreement (CBA).

WHEREAS, for many years Shoreline School District has offered an unlicensed K-5 extended care program, as part of the Shoreline Children’s Center Program; and

WHEREAS, the District recognizes that many families would benefit from the ability to access child care subsidies offered by the State of Washington to defray the cost of tuition for eligible families enrolled in a licensed program; and

WHEREAS, the District now wishes to offer a licensed K-5 extended care program in our schools; and

WHEREAS, SCCA represents staff who provide before and after care to students in grades K-5; and

WHEREAS, the District notified SCCA on June 1, 2022 of its intent to take the steps necessary to offer a licensed K-5 extended care program in our schools, and SCCA subsequently informed the District of its desire for the District to license the Shoreline Children’s Center Program;

NOW THEREFORE, the Parties agree as follows:

**1) Licensed K-5 Extended Care**

- a. The District will proceed to confirm current state K-5 child care licensing requirements and verify the extended care classrooms at our elementary schools will meet those requirements. The District reserves the right to determine whether to proceed with applying to license the program.
- b. The Parties acknowledge the District will need to have the administrative infrastructure in place to meet licensing requirements and successfully manage all aspects of the program.
- c. Effective immediately, current job descriptions for Extended Care positions shall be modified:
  - i. the current Extended Care Lead Teacher job position will be retitled “Extended Care Site Director”
  - ii. the job qualifications for the Extended Care Lead Teacher (Site Director) and Extended Care Assistant positions will be modified to include a statement that employees in those positions must meet the State’s requirements for a K-5 licensed child care program.
- d. The Parties have reviewed Article 20 of the CBA and agree the District has the right to voluntarily or involuntarily transfer staff as necessary to meet program needs.

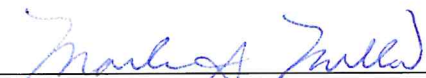
**2) Fall 2022**


- a. The District will open extended care sites in September 2022 as it has in the past, based on enrollment and staffing availability. (As discussed on June 15, 2022, the District did not have child care sites open at Echo Lake or Cascade K-8 in 2021-2022 and does not expect to open those sites in 2022-2023. In addition, two sites that were open in 2021-2022 – Lake Forest


Park and Parkwood - have vacant Lead Teacher positions; the District will diligently pursue recruiting and filling the vacancies at LFP and PW but cannot currently guarantee those sites will be open, due to staffing needs for the whole program, including assistant positions.)

- b. If on August 4, 2022, the District does not have sufficient enrollment or staffing to open a program at one of our elementary schools, the District may enter into a facility use agreement with another provider to operate the site(s) as a licensed extended care site during the 2022-2023 school year. The Parties recognize it will take time for the State to approve an application to license any new sites, and the site may operate as an unlicensed site, if necessary, while the application is being processed. (To provide additional time for planning, the District may inform another provider now that sites may be available for Fall 2022.)
  - c. In the event the District submits an application for an extended care program site to be licensed, the site will run as an unlicensed child care program while the application is pending.
  - d. At a minimum, the District may continue to contract with the YMCA to operate the licensed extended care program at North City Elementary School for the 2022-2023 year.
- 3) **Annual Review:** The Parties agree to review the District's agreements with third party providers on an annual basis.
- 4) **Effective Dates:** This MOU shall be in effect until August 31, 2023, unless amended by mutual agreement. All other provisions of the CBA shall remain in full effect.

  
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For the Association

  
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For the District

  
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Date

  
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Date