

Off-Site Learning Centers Guide

The South Carolina Department of Social Services (DSS) recently announced that it will assist public and private organizations with creating additional options for working parents who do not have the ability to stay home while their school-age children are taught virtually. The creation of a Certificate of Temporary Operation (CTO) is geared toward organizations that currently operate less than four hours (i.e., afterschool programs) or during the summer and are willing to extend their hours, as well as new operators (e.g., faith-based entities, civic organizations, non-profits or others that have not previously operated child care facilities). The CTO presents a wonderful opportunity for districts to partner with organizations to operate Off-site Learning Centers (OLCs), which can provide additional support to K-12 families and schools by offering alternative space for students to engage during normally scheduled school and/or afterschool hours.

Getting Started

Can your organization help?

- Identify your organization's resources. Resources can include: available space, Wi-Fi, volunteer hours, tangible items, etc.
- Identify a local school to which you would like to offer your service and contact the school's principal for a meeting.
- Inquire about the needs of the school first. Offer resources identified by your organization if you feel there is a resource that your organization can provide. Do not overpromise.
- Identify and agree upon a timeline with the school. Both parties should have a firm understanding before volunteering begins. Develop a partnership agreement.
- Organize your volunteers based on the needs of the school. You will need to have a schedule outlined. *Please note that schools will require a State Law Enforcement Division (SLED) background check and possibly additional volunteer training before volunteers are allowed to provide any services to students. Please check with your local school for its policy and procedures.
- Commit to the program (remember you have people depending on you to follow through on your time and resources).
- Value the partnership.

How can I Help?

- **ASK THE SOURCE** - Inquire at your local school about its needs. Partnership agreement with schools encouraged.
- **BACKPACK PROGRAM** - Some students depend on school meals for nourishment. A Backpack Program supplies non-perishable, healthy food items to those students on weekends and holidays.
- **READING BUDDY** - A Reading Buddy initiative introduces reading to young readers through volunteers as a guided or group activity.
- **TEACHER SUPPORT** - A Teacher Support initiative invites acts of kindness, and resources to the classrooms. Examples include: school supplies, cards,

FOR MORE INFORMATION:

DSS, please visit scchildcare.org.

DSS Certificate of Temporary Operation, please visit <https://scchildcare.org/departments/child-care-licensing/temporary-permit-to-operate.aspx>.

Standards of Afterschool Programs, please visit SCDE Quality AS standards.

Remote Learning, please visit <https://scremotelearning.com/>.

South Carolina Department of Health and Environmental Control's COVID-19 Guidelines, please visit <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/schools-childcare-centers-covid-19>.

South Carolina Department of Education's Face Coverings Guidelines, please visit <https://ed.sc.gov/newsroom/covid-19-coronavirus-and-south-carolina-schools/south-carolina-department-of-education-face-covering-guidelines-for-k-12-public-schools/>.

School District Reopening Plans, please visit <https://ed.sc.gov/newsroom/covid-19-coronavirus-and-south-carolina-schools/school-district-reopening-plans/>.

21st Century Community Learning Centers, please visit <https://ed.sc.gov/districts-schools/student-intervention-services/21st-century-community-learning-centers/>.



Yolandé Anderson, Director
Office of Family and Community Engagement (FACE)
SC Department of Education
1429 Senate Street, Room 302 B Columbia, SC 29201
803-734-1598
yanderson@ed.sc.gov