

# Memorandum of Understanding (MOU)

July 1, 2026-June 30, 2027

This Memorandum of Understanding is between the Ashland Family YMCA (YMCA) and the Ashland School District 5 (DISTRICT). This MOU is established as a formal partnership for the operations of preschool to be provided at Helman Elementary School and Walker Elementary School.

**History:** The YMCA and DISTRICT both exist to serve youth and families. The DISTRICT and YMCA have enjoyed a collaborative relationship for many years. Activities and services that have been and continue to be provided in partnership include preschool, afterschool care, youth sports, and other sports, trainings, and interventions based on the needs of the community.

## **The YMCA is responsible for:**

- Providing all-day licensed pre-school programming at Walker and Helman Elementary Schools.
- The YMCA will provide a certificate of insurance to the DISTRICT covering all activities provided.
- The YMCA will provide a copy of licensure to the DISTRICT covering all activities provided.
- Repair all damage to DISTRICT building, contents, and/or grounds caused by the YMCA programs.
- Leave all DISTRICT facilities in a clean, tidy, and orderly manner.
- Checking-in all keys provided by the DISTRICT at the end of each school year for auditing purposes. If summer programs are being offered, those keys will be made available once they have been checked-in. The YMCA will reimburse the School District for any lost keys.
- YMCA staff will not leave YMCA registered children unattended on DISTRICT premises.
- Knowing and enforcing the DISTRICT rules, in addition to notifying the school Principal when there are YMCA program orientations for parents and children. School staff are welcome to attend these events at their discretion.
- Providing all materials and instruction if required in Spanish.
- Assisting families in accessing financial assistance opportunities.
- Providing YMCA program equipment. DISTRICT equipment may be used only with Principal's written permission.
- Working in good faith and partnership to best provide care and enrichment opportunities for the students and families in mutual service region.

## **The SCHOOL is responsible for:**

- Recognizing the YMCA as a non-profit organization and classifying as a "non-profit group" on the priority order for community organizations using the DISTRICT sites.
- Providing keys and security codes to the YMCA when requested to ensure access for provision of services, licensing and preparation activities. In addition, the DISTRICT will provide the YMCA a copy of each schools' rules and handbook in which they operate.

- Consider the YMCA when planning after-school, sports or other enrichment activities during the school year, or during the summer.
- Allowing access to facilities identified to serve the YMCA pre-school for school's out days and summer programming to ensure consistent service for families with proper planning for security and coverage.
- Providing school custodians to perform normal maintenance. The DISTRICT "cleans" the school site while the YMCA keeps it "tidy" including sweeping and dust mopping, and any other repairs to the facility.
- Deep clean facilities in which YMCA uses. This will require two full days of uninterrupted access between the end of the school year and the end of July for cleaning.

### **The YMCA and DISTRICT agree to:**

- Hold regular check-in meetings throughout the duration of this MOU.
- Check-in meetings should be held monthly with school staff and principal to:
  - Review program operations, facility use, and any challenges or successes.
  - Assess student and family needs and discuss any necessary program adjustments.
  - Address any maintenance, safety, or security concerns.
  - Provide an opportunity to align goals and strengthen collaboration between both organizations.
  - Be scheduled at mutually convenient times.
- Include School District Superintendent and YMCA CEO in a bi-annual check-in meeting.
- Additionally, the partnership and this MOU will be reviewed **six months prior to its expiration** to ensure continued alignment with both parties' goals.

### **FEES**

The YMCA and DISTRICT have agreed that the best partnerships are mutually beneficial and therefore, the DISTRICT will provide the use of Walker and Helman classrooms for preschool at no charge. Additionally, a designated space at Bellview, Walker, and Helman for after-school care will be provided at no charge by the DISTRICT. The YMCA will allow the DISTRICT the use of Camp DeBoer for Fresh Start and Staff Inservice (1 day) at no cost to the DISTRICT.

In closing, the YMCA and the Ashland School District will work in partnership to provide for the early learning and care experience for pre-school ages and for afterschool care for children in grades k-5 and will seek other partnership areas as well including activities at Camp DeBoer when possible. It is understood that either party may terminate this MOU and the current agreement with a 6-month written notice, and this MOU will be revisited six months prior to its' expiration.

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Joseph Hattrick  
*School District Superintendent*

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Heidi Hill  
*YMCA CEO*