

LEGISLATIVE TRACKING FORMFiling for Council Meeting Date: 06/17/25

Resolution



Ordinance

Contact/Prepared By: _____

Date Prepared: _____

Title (Caption): A resolution approving amendment one to a memorandum of understanding between Nashville Public Libraryand Department of Parks and Recreation for the provision of free and high-quality out-of-school programs through the Nashville After Zone Alliance.Submitted to Planning Commission? ☐ N/A ☐ Yes-Date: _____ Proposal No: _____

Proposing Department: _____ Requested By: _____

Affected Department(s): _____ Affected Council District(s): _____

Legislative Category (check one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Contract Approval | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Budget - Pay Plan | <input type="checkbox"/> Donation | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Budget - 4% | <input type="checkbox"/> Easement Abandonment | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E |
| <input type="checkbox"/> Capital Outlay Notes | <input type="checkbox"/> Grant | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Grant Application | <input type="checkbox"/> Street/Highway Improvements |
| <input type="checkbox"/> Condemnation | <input type="checkbox"/> Improvement Acc. | <input type="checkbox"/> Other: _____ |

FINANCE Amount +/-: \$ \$ 437,135.00
Funding Source: Capital Improvement Budget
Capital Outlay Notes
Departmental/Agency Budget
Funds to Metro
General Obligation Bonds
Grant
Increased Revenue Sources
Match: \$ _____
Judgments and Losses
Local Government Investment Project
Revenue Bonds
Self-Insured Liability
Solid Waste Reserve
Unappropriated Fund Balance
4% Fund
Other: _____

Approved by OMB: _____

Approved by Finance/Accounts: _____

Approved by Div Grants Coordination: _____

Date to Finance Director's Office: _____

APPROVED BY**FINANCE DIRECTOR'S OFFICE:** _____**ADMINISTRATION**

Council District Member Sponsors: _____

Council Committee Chair Sponsors: _____

Approved by Administration: _____ Date: _____

DEPARTMENT OF LAW

Date to Dept. of Law: _____ Approved by Department of Law: _____

Settlement Resolution/Memorandum Approved by: _____Date to Council: _____ For Council Meeting: _____ ☐ E-mailed Clerk
☐ All Dept. Signatures ☐ Copies ☐ Backing ☐ Legislative Summary ☐ Settlement Memo ☐ Clerk Letter ☐ Ready to File

Department of Law – White Copy

Administration –Yellow Copy

Finance Department - Pink Copy

Resolution No. RS_____

A resolution approving amendment one to a memorandum of understanding between Nashville Public Library and Department of Parks and Recreation for the provision of free and high-quality out-of-school time programs through the Nashville After Zone Alliance.

WHEREAS, RS2024-573 approved a memorandum of understanding between the Nashville Public Library and Metropolitan Parks and Recreation for the provision of free and high-quality out-of-school time programs through the Library's Nashville After Zone Alliance ("NAZA") program; and,

WHEREAS, the parties wish to amend the memorandum of understanding to extend the term to June 30, 2026, and allocate an additional \$437,135.00 for total value of \$873,270.00 a copy of which amendment is attached hereto and incorporated herein; and,

WHEREAS, pursuant to and contingent upon the passage of the budget ordinance of the Metropolitan Government of Nashville and Davidson County for fiscal year 2026, BL2025-833, including any substitutes or amendments, funds are available for the provision of high-quality after school and summer programming through the Nashville Public Library's Nashville After Zone Alliance after school and out-of-school time coordinating system; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this amendment to the memorandum of understanding be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That amendment one to the memorandum of understanding between the Nashville Public Library and the Department of Parks and Recreation extends the term to June 30, 2026, and increases the value to \$873,270.00.

Section 2. That amendment one to the memorandum of understanding between the Nashville Public Library and the Department of Parks and Recreation for the provision of free and high-quality out-of-school time programming through the Library's Nashville After Zone Alliance program, attached hereto and incorporated herein, is hereby approved.

Section 3. This resolution shall take effect from and after its adoption, the welfare of the Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:


EE49BDF9F034BF...

Terri Luke, Director
Nashville Public Library

INTRODUCED BY:

APPROVED AS TO AVAILABILITY
OF FUNDS:

Signed by:


62377A2A8742469...

Jenneen Reed, Director
Department of Finance

Member(s) of Council

APPROVED AS TO FORM AND
LEGALITY:

DocuSigned by:


036A8EB6868C4C0...

Assistant Metropolitan Attorney



AMENDMENT NUMBER 1 TO MOU NUMBER L-6162 BETWEEN THE METROPOLITAN
GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND METRO PARKS NASHVILLE.

This Amendment is entered into on the day this document is filed with the Metropolitan Clerk's Office, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO) and Metro Parks Nashville.

WITNESSETH

WHEREAS, the parties desire to modify the terms and conditions and to add or delete certain other terms and conditions to their original agreement dated May 25, 2024. Metro MOU numbered L-6162, hereinafter the "GRANT MOU."

WHEREAS, the parties desire to continue funding for FY '26 at their Afterschool and Summer programming locations, serving youth between the 5th and 8th grade living in Nashville-Davidson County and attending Metro Nashville Public Schools and Charter Schools;

WHEREAS, NAZA will appropriate the funds from FY '26 budget pending Metro approval of NAZA's FY'26 budget, and no new funding is requested from Metro, the parties hereby agree as set forth below:

This amendment affects the following changes to the MOU:

1. Amend Clause A.1. to change the Schedule of programming to FY 2026 dates. The amended Clause will read as follows:

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Thursday during the fall semester (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Programs should run at least for 28 weeks.

NAZA-funded programs may choose to offer longer programs.

NAZA-funded summer program with Metro Parks Nashville will occur between July 1-31, 2025 (if only 4 weeks of programming is offered) and June 1-30, 2026 (if summer programming extends over 4 weeks). This is not applicable to organizations not providing summer programming)

2. Amend Clause B.1. to extend the term of this MOU through June 30, 2026.
3. Amend Clause C.1. **Maximum Liability** under this Grant Contract not to exceed **\$873,270.00** The **Maximum Liability** is increased due to additional allocation of **\$437,135.00** for Fiscal Year 2026 programming.

4. Amend all clauses of the MOU that indicate dates for 2024-2025 programming year to reflect the respective extension and thereby amend all dates to 2025-2026.
5. All other clauses of contracts remain unchanged.

This amendment includes:

- Annex 1 – Metro Invoice Form for Payment,
- Annex 2 – NAZA Expenditure Report,
- Annex 3 - Grant Budget,
- Annex 4 – Minimum Standards for NAZA-Funded Partners,
- Annex 5 – Partner Data-Sharing Sub-Agreement,
- Annex 6 – Performance Indicators,
- Annex 7 – Enrollment Form,
- Annex 7B – Summer Enrollment Form,
- Annex 8 – Finalized Program Sites,
- Annex 9A – Certification of Assurance,
- Annex 9B – Non-Profit Grants Manual Acknowledgement,
- Articles of Incorporation
- Auditors Report
- 501c3 or 501b3 Documentation
- and Approved Charitable Solicitation,

attached hereto and incorporated herein.

This amendment shall not be binding upon the parties until it has been signed by the Recipient and authorized representatives of the Metropolitan Government, approved by appropriate legislation of the Metropolitan Council, and filed in the office of the Metropolitan Clerk.

[BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK]

THE METROPOLITAN GOVERNMENT OF NASHVILLE AND
DAVIDSON COUNTY:

APPROVED AS TO AVAILABILITY OF FUNDS:

Signed by:

Jennene Reed/MJW

Director of Finance

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

Balagun Cobb

Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Jessa Ortiz-Marsh

Metropolitan Attorney

FILED IN THE OFFICE OF THE CLERK:

Metropolitan Clerk

NASHVILLE PUBLIC LIBRARY

DocuSigned by:

Terri Luke

Library Director

RECIPIENT: Metro Parks Nashville

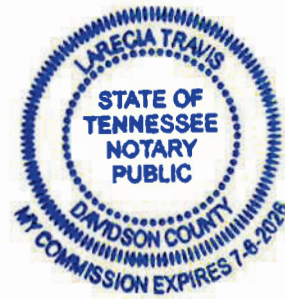
By:

Name

Title: Authorized Officer

Sworn to and subscribed to before me a Notary Public, this 21st
day of April, 2026

Notary Public



My Commission expires

7/6/2026

Metropolitan Government of Nashville and Davidson County/Nashville Public Library/ NAZA			
Funds For FY 2025 Program			
ORGANIZATION NAME		Metro Parks and Recreation	
PROGRAM NAME		L.E.G.E.N.D.S.	
ADDRESS		511 Oman Street	
CITY, STATE & ZIP		Nashville, TN 37203	
FEDERAL ID # (EIN)		2-620694743-014-4	
CONTRACT # (Office Use):			
START DATE:		07/01/2025	
END DATE:		06/30/2026	
CONTACT PERSON		Stevon Neloms	
CONTACT TELEPHONE		(615) __862__ - __8400__	
COST CATEGORIES		TOTAL BUDGET REQUEST	
		BUDGET EXPLANATION/DETAILS	
After-School Programs		After-school program starts 09/02/2024 Per slot rate for afterschool is \$1,355	
Salaries and Wages		\$ 63,840.00	
Benefits and Taxes		\$ -	
Total Personnel Expenses		\$ 63,840.00	
Office Supplies		\$ 7,400.00	
Communications		\$ -	
Postage and Shipping		\$ -	
Occupancy		\$ -	
Equipment Rental and Maintenance		\$ -	
Printing and Publications		\$ -	
Travel/Conferences & Meetings		\$ 371.00	
Insurance		\$ -	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)		\$ 35,100.00	
Afterschool/summer transportation		\$ -	
Field Trips		\$ 31,824.00	
Professional Fees/Enhancement partners		\$ 48,000.00	
Other Non-Personnel			
Indirect Cost		\$ -	
Total Non-personnel		\$ 122,695.00	
Afterschool sub-total		\$ 186,535.00	

Summer Programs		Summer program funded in this cycle is July 1-31,2024 and June 1- 30, 2025 Per slot rate for summer to be calculated at \$8 an hour per slot. Maximum cost per youth for summer program is \$320 per week for partners programming 5 days per week for 8 hours per day.	
Salaries and Wages	\$	30,000.00	5 Staff at \$25.00/hr, 30 hours a week for 8 weeks.
Benefits and Taxes	\$	-	Types of benefits, rates and number of staff, whose benefits are charged to this grant
Total Personnel Expenses	\$	30,000.00	
Office Supplies	\$	4,900.00	\$700 per site for office supplies.
Communications	\$	-	Estimated unit number and unit cost or % of total cost charged to this grant
Postage and Shipping	\$	-	Estimated unit number and unit cost or % of total cost charged to this grant
Occupancy	\$	-	Estimated unit number and unit cost or % of total cost charged to this grant
Equipment Rental and Maintenance	\$	-	Estimated unit number and unit cost or % of total cost charged to this grant
Printing and Publications	\$	-	Estimated unit number and unit cost or % of total cost charged to this grant
Travel/Conferences & Meetings	\$	-	Milage, parking and other travel unit cost and unit number
Insurance	\$	-	Unit cost or % of total cost charged to this grant
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$	97,500.00	\$750 per youth...\$50 for two Legends program shirts, \$200 for incentive items and snacks, \$100 for teaching kitchen items including ingredients, utensils and kitchen supplies, \$50 for workbook bundle(goal setting, budgeting, daily journal, coloring book), \$34 for personalized sports jerseys for summer program sports, \$65 for laptop with Microsoft Office and Coding programs, \$75 for STEM Activities includes science experiment supplies, \$50 for in house special events, \$16.15 for incentive materials includes signs to hang in room, costume cash, personalized money holder, \$39.85 to buy new and or replace broken or damanged equipment and games, \$40 personalized drawstring backpacks and water bottles, \$30 for everyday supplies includes pencils, paper, pens, protractors, calculators, binders, art supplies
Field Trips	\$	72,800.00	\$70 per youth per field trip - 1 trip per week, 8 trips for each of the 7 sites, 56 trips total...tentatively skating rinks, bowling centers, trampoline parks, Family Fun Center, Nashville Shores, Nashville Zoo, Adventure Science Center, cost will vary based on trip location...kids in program will choose their weekly trip location.
Professional Fees/Enhancement partners	\$	44,400.00	\$6342.85 per site for Enhancement Partners, each of the 4 sites will be able to have at least 2 -3 Enhancement Partner visits per week...tentatively Mr. Bond, The Porch Writer's Collective, Nashville Children's Theatre, Simple Roots, Mr. Leach's Leather Crafts, Nashville Zoo...others will be added later.
Other Non-Personnel			Additional funds for transportation needs
Indirect Cost	\$	-	Partners can choose to budget either separate line items above or request an indirect cost of up to 20% of their total budget. The Indirect cost requests must be accompanied by agency's cost allocation plan.
Total Non-personnel	\$	219,600.00	
Summer sub-total	\$	249,600.00	
TOTAL	\$	436,135.00	
RECIPIENT			
AUTHORIZED SIGNATURE:	Stevon Nelams		
TITLE	Assistant Director		
DATE	__04__ / __21__ / __2025__		

RESPONSE #22048 SUBMITTED ON 04/21/2025 02:23:09 PM

NAZA Annex 8 - 2025-2026 Finalized Entries

Name of Organization	Metro Parks
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Programming Information

Days of Week of Afterschool Program	4 days per week
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Edit section title

Afterschool site plan	Community Site
Please check box if planning summer programming	X
Afterschool Program Name	LEGENDS of Metro Parks

Afterschool Programming

Name of Community Site Location	Cleveland Community Center
Address of Community Program Site	610 Vernon Winfrey Avenue Nashville, TN 37207

For Community Sites Only

Target School for Community Site	Ida B. Wells Elementary
Number of youths targeted for site	10
3rd Party Transportation needed?	No

Afterschool Programming

Name of Community Site Location	Coleman Community Center
Address of Community Program Site	384 Thompson Lane Nashville, TN 37211



For Community Sites Only

Target School for Community Site	Wright Middle
Target School for Community Site	STEM Prep
Number of youths targeted for site	15
3rd Party Transportation needed?	No

Afterschool Programming

Name of Community Site Location	Old Hickory Community Center
Address of Community Program Site	1311 9th St Old Hickory, TN 37138

For Community Sites Only

Target School for Community Site	Dupont Elementary
Target School for Community Site	Dupont Hadley Middle
Number of youths targeted for site	15
3rd Party Transportation needed?	No

Afterschool Programming

Name of Community Site Location	Southeast Community Center
Address of Community Program Site	5260 Hickory Hollow Pkwy #202 Antioch, TN 37013

For Community Sites Only

Target School for Community Site	KIPP Antioch
Target School for Community Site	KIPP Global
Number of youths targeted for site	27
3rd Party Transportation needed?	No

Afterschool Programming



Name of Community Site Location	Smith Springs Community Center
Address of Community Program Site	2801 Smith Springs Rd Nashville, TN 37217

For Community Sites Only

Target School for Community Site	Apollo Middle
Target School for Community Site	KIPP Antioch
Number of youths targeted for site	15
3rd Party Transportation needed?	No

Afterschool Programming

Name of Community Site Location	Hadley Community Center
Address of Community Program Site	1037 28th Ave N Nashville, TN 37208

For Community Sites Only

Target School for Community Site	East End Prep
Target School for Community Site	Purpose Prep
Number of youths targeted for site	15
3rd Party Transportation needed?	No

Afterschool Programming

Name of Community Site Location	Hermitage Community Center
Address of Community Program Site	3720 James Kay Lane, Hermitage, TN 37076

For Community Sites Only

Target School for Community Site	Nashville Classical
Target School for Community Site	STRIVE
Number of youths targeted for site	10



3rd Party Transportation needed? No

Afterschool Programming

Name of Community Site Location Kirkpatrick Community Center

Address of Community Program Site 998 Sevier St Nashville, TN 37206

For Community Sites Only

Target School for Community Site KIPP Academy

Number of youths targeted for site 10

3rd Party Transportation needed? No

Summer Programming Information

Summer Program Name LEGENDS of Metro Parks

Summer Programming Information

Edit section title

Name of Summer Site Location Cleveland Community Center

Summer Location address 610 Vernon Winfrey Avenue Nashville, TN 37207

Number of summer youth targeted for site 15

Edit section title

Name of Summer Site Location Coleman Community Center

Summer Location address 384 Thompson Lane Nashville, TN 37211

Number of summer youth targeted for site 15

Edit section title

Name of Summer Site Location Old Hickory Community Center

Summer Location address 1311 9th St Old Hickory, TN 37138



Number of summer youth targeted for site 15

Edit section title

Name of Summer Site Location Southeast Community Center

Summer Location address 5260 Hickory Hollow Pkwy #202 Antioch, TN 37013

Number of summer youth targeted for site 25

Edit section title

Name of Summer Site Location Smith Springs Community Center

Summer Location address 2801 Smith Springs Rd Nashville, TN 37217

Number of summer youth targeted for site 15

Edit section title

Name of Summer Site Location Hadley Community Center

Summer Location address 1037 28th Ave N Nashville, TN 37208

Number of summer youth targeted for site 15

Edit section title

Name of Summer Site Location Hermitage Community Center

Summer Location address 3720 James Kay Lane, Hermitage, TN 37076

Number of summer youth targeted for site 15

Edit section title

Name of Summer Site Location Kirkpatrick Community Center

Summer Location address 998 Sevier St Nashville, TN 37206

Number of summer youth targeted for site 15

Weeks of Programming 8 weeks

Days per Week of Summer Program 5 days per week



Hours per Day 6 hours

Programming Time Frame 10am-4pm

Proposed months of Summer programming Both

Signature

Leslie Martinez-Garcia

Leslie Martinez-Garcia

Name

2025-04-21 19:23:45 (UTC)

Date





METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE
700 2ND AVENUE SOUTH, SUITE 201
NASHVILLE, TENNESSEE 37210

**Metropolitan Government of Nashville and Davidson County
Recipient of Direct Appropriation
Certifications of Assurance**

Recipient Name

As a condition of receipt of this funding, the Recipient assures that it will comply fully with the provisions of the following laws.

- The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116;
- Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this funding, the signee hereby certifies, to the best of his or her knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Recipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients of federally appropriated funds shall certify and disclose accordingly.

Signature of Authorized Representative: _____

Name: Steven Neloms

Title: Assistant Director

Agency Name: Metro Parks and Recreation

Date: 3/26/25

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
INVOICE FOR PAYMENT

Mail or submit via email to: Nashville After Zone Alliance at NPL attn: Teriz Fahmy
615 Church Street
Nashville, TN 37219
Teriz.Fahmy@Nashville.gov

ORGANIZATION NAME		INVOICE DATE:			
PROGRAM NAME		FOR THE PERIOD(S):			
ADDRESS		CONTRACT PERIOD			
CITY, STATE & ZIP		CONTRACT #:			L-
FEDERAL ID # (EIN)		CONTACT PERSON			
		TELEPHONE # :			
		EMAIL ADDRESS:			

COST CATEGORIES	TOTAL APPROVED BUDGET (note: any changes to the contract Spending Plan must be first approved by Grantor)	Invoice 1 (Up to 50%)	Invoice 2 (Up to 40%)	Invoice 3 (Up to 10%)	COMMENTS
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	
Benefits and Taxes	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenses	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ -	\$ -	\$ -	\$ -	
Communications	\$ -	\$ -	\$ -	\$ -	
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	
Equipment Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	
Printing and Publications	\$ -	\$ -	\$ -	\$ -	
Travel/Conferences & Meetings	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)	\$ -	\$ -	\$ -	\$ -	
Afterschool/Summer Transportation					
Field Trips	\$ -	\$ -	\$ -	\$ -	
Professional Fees/Enhancement partners	\$ -	\$ -	\$ -	\$ -	
Other Non-Personnel	\$ -	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ -	\$ -	\$ -	
Total Non-personnel	\$ -	\$ -	\$ -	\$ -	
Grand total	\$ -	\$ -	\$ -	\$ -	
Total %		#DIV/0!	#DIV/0!	#DIV/0!	

I certify to the best of my knowledge and belief that that above is correct and the amount invoiced is in accordance with the contract conditions and that payment is due and has not be previously paid.

RECIPIENT'S AUTHORIZED SIGNATURE

Name Title Date

Metro Government of Nashville/Nashville Public Library									
NAZA Funds for FY 2026									
EXPENDITURE REPORT									
NAME							CONTRACT #:		
ADDRESS							START DATE:		
CITY, STATE & ZIP							END DATE:		
							CONTACT PERSON		
FEDERAL ID #							CONTACT TELEPHONE		_____ - _____ - _____
NOTE: PLEASE USE THIS SAME TEMPLATE FOR BOTH OF YOUR REPORTS SO THAT ANNUAL ACTUAL EXPENDITURE IS CAPTURED CORRECTLY									
COST CATEGORIES		TOTAL APPROVED NAZA BUDGET (OR APPROVED REVISION)	TOTAL ACTUAL EXPENDITURES FOR THE FIRST QUARTER (Due October 15)	TOTAL ACTUAL EXPENDITURES FOR THE SECOND QUARTER	TOTAL ACTUAL EXPENDITURES FOR THE THIRD QUARTER (Due April 15)	TOTAL ACTUAL EXPENDITURES FOR THE 4TH QUARTER (Due July 10)	TOTAL ACTUAL EXPENDITURES FOR THE YEAR)	FOR OFFICE USE	
								VARIANCE ACTUAL TO BUDGET	COMMENTS
Salaries and Wages		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Benefits and Taxes		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Total Personnel Expenses		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Office Supplies		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Communications		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Postage and Shipping		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Occupancy		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Equipment Rental and Maintenance		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Printing and Publications		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Travel/Conferences & Meetings		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Insurance		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Direct youth costs (learning supplies, learning software, programs, games, food, etc.)		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Afterschool/Summer Transportation		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Field Trips		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Professional Fees/Enhancement partners		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Other Non-Personnel		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Indirect Cost		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Total Non-personnel		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
I certify to the best of my knowledge and belief that the above represents total expenditures incurred for the purposes of NAZA programming.									
RECIPIENT								(OFFICE ONLY)	
AUTHORIZED SIGNATURE:								REVIEWER:	
TITLE								TITLE	
DATE								DATE	



Annex 4: Minimum Standards for NAZA-Funded Partners in 2025-2026

Minimum Organizational Standards

	Standard
1.	Smoking and drug/alcohol use are not allowed on program premises and in programming space.
2.	Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.
3.	If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance, in compliance with MNPS transportation policies, if appropriate.
4.	There is an emergency management plan in place including procedures for fire drills and natural or other disasters; all staff, youth, and their families are familiar with it. School-based programs reflect the MNPS plan.
5.	Families are informed of procedures related to potential health risks/hazards and to program closure.
6.	Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service.
7.	Procedures are in place for dealing with sick or injured youth during programming time.
8.	Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, after program hours.
9.	There is an established program protocol for dealing with disciplinary offenses.
10.	Policies and procedures support regular, positive and respectful communications with families of participating youth.
11.	Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families
12.	Written job descriptions, work schedules, and employee timesheets are on file.
13.	Program managers assess performance and satisfaction among staff and volunteers, identify needs and facilitate improvement where necessary.

Minimum Operational and Safety Standards

	Standard
14.	At least one person with a current first aid certificate, including CPR, is present at all times.
15.	Staff and volunteers aged 18 and above have undergone a thorough screening and background check. High school volunteers have direct supervision.
16.	Staff have been provided information on how to report any concerns related to child abuse or neglect.



The following will be reviewed *during site visits and compliance checks throughout the year.*

	Standard
17.	There are no observable safety or health hazards in the program space.
18.	Emergency information on each youth is on file and accessible.
19.	A first aid kit (including basic medical supplies, such as bandages, ointments, etc., to deal with minor cuts, bruises, scrapes, and burns) is readily available.
20.	Program space has adequate security in place.
21.	Staff knows where youth are and what they are doing at all times.
22.	Drinking water is readily available at all times.
23.	The administration ensures that staff keep accurate records of enrollment, attendance and any student disciplinary offenses.
24.	The administration pursues partnerships which enrich their NAZA-funded programming and utilize existing community resources, such as enrichment partners.
25.	Each site completes a fire and emergency drill during the fall and spring semester of their NAZA-funded program.

Minimum Content and Quality Standards

	Standard
26.	Youth have opportunities to learn through project-based or experiential and real-world contexts.
27.	Each program site completes their fall and spring YPQA self-assessment, participates in an improvement plan meeting, and submits an improvement plan on the Weikart Scores Reporter. The site staff have ongoing communication with their paired YPQA Fellow.

Minimum Professional Development Standards

	Standard
28.	<p>Staff and volunteers receive relevant and appropriate training and attend ongoing professional development activities that support their own growth and build more effective program practice.</p> <ul style="list-style-type: none"> • <i>Site coordinators and program administrators</i> must complete YPQA Basics (once) and Intro to PYD (every three years). • NAZA Essential Operations training, which includes Salesforce attendance training, meal review and other logistics, will be conducted once a year for new and returning staff. • All frontline staff must complete Intro to PYD and the NAZA Essential Operations training. • All program staff with access to student school data must take a training on Responsible Use of Data, when offered by NAZA/MNPS.



Minimum Financial Standards

	Standard
1.	Submit required invoices on designated due dates. Invoices will reflect the payment method of 50%, 40%, and 10%
2.	Present quarterly expenditure report at designated due dates. If applicable, provide financial documents, such as, such as general ledger, payroll information, and anything else that may support expenses.
3.	Formally request budget revision if line item exceeds 10% of the allotted budget amount.



MNPS/NAZA MOU ATTACHMENT B:

DATA EXCHANGE AND CONFIDENTIALITY SUB-AGREEMENT BETWEEN NASHVILLE PUBLIC LIBRARY ON BEHALF OF NAZA AND YOUTH DEVELOPMENT AGENCIES

This sub-agreement is a subsidiary document to the Data Exchange and Confidentiality Agreement (Attachment A of the MNPS-NPL MOU) effective between Nashville Public Library on behalf of NAZA and NAME OF THE AGENCY. Individual school principals acknowledge this document as the basis of data-sharing with community youth development agencies. This sub-agreement specifies the responsibilities of NAZA and MNPS in enabling access to data-sharing as well as the responsibilities of youth development agencies in using the obtained student data in a responsible way in compliance with MNPS policies and FERPA regulations.

This document details the types of data that youth development agencies will have access to as well as specifies the allowable use of student data accessible to youth development agencies.

Annexed to this document is Attachment BI, the parent consent form that is a required condition for obtaining student school data through NAZA. All agencies accessing student records under MNPS/NPL-NAZA data-sharing agreement must use the annexed form without changes.

Annexed to this document (Attachment B2) is a document explaining FERPA regulations that the providers must refer to when using student data shared with them.

NAZA responsibilities

To enable access to MNPS student data NAZA:

- 1) Facilitates relationship with the central Data Management Office at MNPS to ensure documents allowing data-sharing are up-to-date.
- 2) Coordinates with Community Achieves leadership at MNPS to ensure NAZA funded and affiliated partners are invited to Community Achieves partner meetings at schools, are able to access data through CA Coordinators (where possible).
- 3) Offers program providers unified student attendance management system (in Salesforce) to track program enrollment and attendance including by type of activity and focus on certain skills/growth practices.
- 4) Supports the training needed for its partners to consistently learn about unpacking student's education data (from schools) as well as understanding the responsible use of data.
- 5) Shares the data from its unified system with MNPS to match student records and receive reports from **MNPS**.



Data sent data sent from NAZA to MNPS

- Program information and student program enrollment data sent from NAZA to MNPS
 - o Program name
 - o Session name
 - o School ID
 - o School name
 - o Student number
 - o Student start date
 - o Student end date
 - o Types of activities students engaged in
 - o Growth practices focused per program

MNPS Responsibilities

MNPS acknowledges the importance of high quality out-of-school time programs that support school success for many students. NAZA - funded and affiliated partners provide youth development programming aimed at their holistic learning and development. As part of that, partners design certain activities to support youth's academic learning, through homework help, academic enrichments as well as SEL skill building to support their continuous attendance and engagement in their schools.

In support of that, MNPS, through individual schools designated staff member and/or Community Achieves staff and upon receiving student rosters from the programs along with a proof of parent permission for each student, may provide data from the MNPS student information system and the MNPS data warehouse to include data elements identified below:

Elements sent from MNPS to NAZA

- Student identifiers
 - o School ID
 - o School name
 - o Student number
 - o Last name
 - o First name
 - o Middle name
 - o Preferred name
 - o Birthdate
 - o Gender
 - o Grade level
 - o Address
 - o Phone number

Data shared with NAZA through MNPS reporting (aggregate and student identifiable)

- Attendance
 - o Unexcused and tardy counts
 - o Chronically absent students
 - o Quarterly attendance rates by grade level
- Discipline
 - o Students with 5+ ISS days
 - o Students with 5+ OSS days
 - o Expelled students
 - o Remanded students
 - o Top 10 offenses year to date



- Enrollment
 - o # Entries distribution
- At-risk flags
- IEP data
 - o Days until IEP eligibility reevaluation
 - o Days until new IEP
- Demographics (subgroups summary)
 - o Ethnicity
 - o Gender
 - o Grade level
 - o SWD - Students with disabilities
 - o ED - Economically disadvantaged
 - o ELL- English Language Learners
 - o LEP - Limited English Proficiency
- Grades
 - o Quarterly percentage of students having at least 1 failing course grade
- Assessments (subject to change)
 - o State summative assessment/TCAP(if administered)
 - o Interim benchmark assessment/MAP
 - o Universal Screener/FAST
 - o WIDA ACCESS for English Learners

Partner Responsibilities

- 1) NAZA partner agencies may seek and receive quarterly school-level data for students who are active in their programs.
- 2) Agencies must ensure parent consent forms (Attachment BI) are signed and uploaded in the NAZA data-management system before they can request data from schools on those youth.
- 3) Agencies must have the school principal initial this agreement in the beginning of each school year to acknowledge the legal basis of the student data sharing before agencies can request individual student data from schools.
- 4) Partners share active student rosters or individual names of students with the schools to request student data.
- 5) When requesting data on active students from schools the agencies must attach an indication generated through the NAZA data system that the parent permission has been granted for every student that they are requesting data for.
- 6) Agencies must ensure the confidentiality of the student individual data, must not report individual data and should use only aggregate data (that suppresses small counts that could identify a student) for reporting or fundraising purposes.
- 7) Partners can use individual student data to:
 - a. Design activities that best support the needs of the enrolled students;



- b. Continuously improve the quality of the programs to meet student needs;
 - c. Focus on skills and practices that help student's learning and development;
 - d. Facilitate discussions with team or other partners who provide services to the student;
 - e. Evaluate programs;
 - f. Comply with funding requirements; compliance
- 8) For any additional uses of data outside of the stated scope, agencies must request a separate permission from MNPS through NAZA.
- 9) Partners should destroy the individual student data immediately after the program attendee exists the program or the program term is over.

Mandatory training

All NAZA partner agencies having access to students' school data must complete the following trainings:

- 1) **Responsible use of data-** which will cover the FERPA regulations, the terms of receiving, storing and destruction of the sensitive student data, as well as requirements and restrictions around reporting of that data. The training will also provide information on required parent permission forms, as well as measures to be taken to avoid any data breach or publication of individual student data.
- 2) **Understanding education data-** this training will help NAZA partner agencies to understand student data that they receive from schools. The aim is to help partners make meaningful use of school data by understanding how to interpret each data set, especially related to academic achievement (test scores, etc.)

Nashville Public Library/NAZA authorized staff

Date

Signature of NAZA-funded or affiliated program staff

Date

Acknowledged by School Principal

Date

5. PERFORMANCE MEASURES

NAZA will track the following performance indicators throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level Performance Indicators

NAZA-Established Afterschool Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA proposal.
2.	Of the # of youth projected to be served in NAZA-funded organization's afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures in a timely manner.
4.	NAZA-funded organization will use the YPQI pre-assessment data to improve programming for spring.
5.	A percentage of youth enrolled in NAZA-funded organization's NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for the 2022-2023 school year was 60.8%.

NAZA-Established Summer Programming Indicators	
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization's summer program, at least 40% of the youth must be retained for at least 50% of the scheduled programming days.
3.	A percentage of youth enrolled in NAZA-funded organization's NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates. For reference, the attendance rate for Summer 2024 was 84%.

Youth-Level Afterschool Programming Outcomes

NAZA-Established Afterschool Programming Outcomes	
1.	On the youth-level survey, NAZA-funded organization will score an aggregate average (combined across all of its sites) of at least 85% on the youth-level survey—demonstrating that youth respondents report an overall positive experience in their program.
2.	On the youth-level survey, 85% of NAZA-funded organization's respondent youth will receive satisfactory support in areas of their academic development (i.e., <i>Homework Completion</i> and <i>Homework Support</i> , <i>Academic Success</i> , <i>School Connection</i> , <i>Satisfaction</i> , and <i>Engagement</i>) —demonstrating that youth respondents are engaging in activities that enhance their academic skills and committed to learning as a result of participating in their program.
3.	On the youth-level survey, 85% of NAZA-funded organization's respondent youth will report positive social experiences (i.e., <i>Teamwork</i> , <i>Confidence/ Self-Esteem</i> , <i>DEI- Affirmation</i> , <i>Peer Relationships</i> , <i>Emotion Knowledge</i> , <i>Emotion Management</i> , <i>Emotion Expression</i> , <i>Positive Adult Interactions</i> , and <i>Youth Voice/ Empathy</i>) — demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the youth-level survey, 85% of NAZA-funded organization's respondent youth will report satisfactory support in the development of social emotional learning and general life skills (i.e. <i>Work Habits</i> , <i>Initiative</i> , <i>Problem Solving/ Persistence</i> , <i>New Experiences</i> , <i>Peer Interactions</i> , <i>Cultural Connections</i> , <i>Emotion Coaching</i> , <i>Skill-building</i> , <i>Real World Connections</i> , <i>Race Conversations</i> , and <i>Encouragement</i>) — demonstrating that youth gain fundamental skills as a result of participating in their program.
5.	85% of respondent youth in NAZA-funded organization's afterschool program will report receiving satisfactory support in developing leadership skills (i.e., <i>Youth Voice</i> and <i>Sense of Belonging</i>) — demonstrating that youth are empowered in their afterschool activities.

Place Organization/Program Logo Here

YOUTH ENROLLMENT FORM**Afterschool Programming Period:****Fall Semester:** September 2 to December 12, 2025**Spring Semester:** January 7 to May 8, 2025

(TYPE and Underline Full Name of Organization) is a NAZA- funded organization offering afterschool programming **free of charge** to youth and parents. This programming cannot **offer a “drop-in option”** and parents and youth must commit to regular attendance for at least one semester.

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor’s Office and non-profit providers working together and committed to high quality afterschool programming especially for middle school youth.

Program Name: _____

School Name: _____

Please fill out all parts of this form & return to school office.

A. Youth Information (Please complete every line below)STUDENT ID # _____ Grade: ☐ 5 ☐ 6 ☐ 7 ☐ 8 Gender: _____Youth name as found on birth certificate: _____
FIRST LAST

Name you like to be called: _____ Youth Birthdate: ____/____/____

Street Address: _____ Zip code: _____

B. Family & Emergency Contact Info**Custodial Parent/Guardian:**

Name: _____ Relationship: _____

Phone #: _____ Email Address: _____

Street Address: _____ Zip code: _____

Alternate Contact for Emergencies:

Name: _____

Relationship: _____ Home or Cell Phone #: _____

C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation

(The info below is required for ALL youth to participate in NAZA-funded activities AND ride the MNPS late bus home. If this page is omitted your child will not be able to participate in NAZA activities)

Please circle **Yes** or **No** for **EACH** statement below and **complete the entire form** for your child to participate in NAZA-funded activities and for arrangements of evening transportation, including riding a MNPS late bus home:

Yes No My child rides the school bus to school in the morning.

Yes No I want my child to ride the school bus home from the NAZA-funded afterschool program.

****NOTE: If your child is not eligible to ride the morning bus, they will not be able to ride the bus home.***

Yes No I or someone I authorize will pick my child up from the NAZA-funded afterschool program each day.

Please list pick up contacts below; only those listed will be allowed to pick up youth

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
2025-2026 NAZA TRANSPORTATION PERMISSION SLIP

The following Permission Slip must be completed and signed by a parent or guardian and returned to the school principal before a Metro School Bus can transport your child to participate in extended day programs at school. The school will forward a copy of this form to the MNPS Dept. of Transportation. The Department of Transportation will need three (3) school days to process this request prior to your child receiving extended day transportation services. **The address must match what the school has on file and your student must be zoned to this school for us to assign them to an evening bus.**

(PLEASE PRINT IF WE CAN'T READ IT WE CAN'T ASSIGN YOUR STUDENT)

Student First Name _____ Last _____ ID# _____

Student's Address _____ Zipcode _____

Is this a new home address (moved in last 6 mos.)? **YES** **NO**

Parent/Guardian's Name _____

Home Phone _____ Emergency Phone _____

SCHOOL STUDENT IS TRANSPORTED FROM: _____ School

Program: (X) NAZA Academic and Other Enrichment

My student has permission to ride a Metropolitan Nashville Public Schools School Bus from school to my **student's regular bus stop** to participate in extended school day activities. I understand that my student may be en-route on the school bus in excess of one (1) hour. I understand that transportation services may not be provided for my student if we reside in a parent responsibility zone. I further understand that services will not be provided on early release school days, snow days, or any other day school is not in session. My student and I understand that this service is a **privilege**, and further understand that bus service will be discontinued should the student misbehave or violate school system's safety rules. My student and I have read the attached Bus Rider Rules and agree to abide by them.

Parent/GuardiansSignature _____ Date: _____

NOTE: The school will fax this form to the Transportation office at **(615)256-4490**. The school will keep the original form for their files.

UNIFIED PARENT CONSENT FORM

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- | | | |
|------------------|------------------|--|
| ● School ID | ● Middle name | ● Address |
| ● School name | ● Preferred name | ● Phone number |
| ● Student number | ● Birthdate | ● IEP Status (Presence of an IEP, and |
| ● Last name | ● Gender | dates that indicate if a new IEP is due) |
| ● First name | ● Grade level | |

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- Number of suspensions (in and out of school)
- Academic achievement data, such as:
 - State summative assessment/TCAP(if administered)
 - Interim benchmark assessment/MAP
 - College and career readiness assessments
 - WIDA ACCESS for English Learners
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.
- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child's records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child's information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date

Summer Programming Period:

End Date:

The Nashville After Zone Alliance (NAZA), is a city-wide out-of-school time partnership between Nashville Public Library, MNPS, Mayor's Office and non-profit providers working together and committed to high quality afterschool and summer programming especially for middle school youth.

Program Location: _____

Please fill out all parts of this form & return to school office.

Street Address: _____ Zip code: _____

Relationship: _____ Home or Cell Phone #: _____

C. Medical Information (Please complete the lines below and include as much information as possible)

Medicines: YES NO

Allergies or Food Restrictions? YES NO

Physical restrictions: YES NO

Additional illnesses/conditions? YES NO

If you circled "YES" on any of the above, please give us details so we can care for your child properly:

Does your child have medical insurance? YES or NO (please circle)

If yes, please complete insurance information below; if no please list a preferred hospital:

Preferred hospital if your child needs medical care: _____

Primary Doctor: _____ Doctor Phone: _____

Health Insurance Company Name: _____ Policy #: _____

D. Transportation Info

The info below is required for **ALL** youth to participate in NAZA-funded summer activities. If this page is omitted your child will not be able to participate in NAZA activities.

Please list pick up contacts below; only those listed will be allowed to pick up youth:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

UNIFIED PARENT CONSENT FORM (General Permissions)

Child's Name: _____

Student Record Release Permission

Nashville After Zone Alliance (NAZA) partner agencies, receive information from Metro Nashville Public Schools (MNPS) about the students that are enrolled in NAZA-funded or affiliated programs. The programs utilize personally identifiable information (PII) from student's school records to plan and provide high quality after school programming for your student. Information that is deemed as part of the student's school record is listed below:

- | | | |
|------------------------------|----------------|--|
| • First, Last, & Middle Name | • Student ID | • English Learner Status |
| • Preferred Name | • Address | • IEP Status (Presence of an IEP, and |
| • Gender | • Phone Number | dates that indicate if a new IEP is due) |
| • Grade Level | | |

Note: MNPS will not share any additional information about your child's IEP. The parent/guardian is the only person(s) allowed to disclose any additional information about the IEP.

- Daily Attendance record
- # of suspensions (in and out of school)
- Academic achievement data
 - State TCAP Assessment scores
 - MAP assessment scores
 - Class grades
- Access to devices (computer, tablet) and internet at home

The information will be treated as confidential in agreement with the Family Educational Rights and Privacy Act (FERPA), will not be released to any other parties that are neither associated nor affiliated with NAZA, and will be used for the sole purposes to continue providing high quality after school programming to your child. NAZA personnel and its partners will be properly trained to protect your student's Personally Identifiable Information (PII). Any PII that has been collected and maintained by NAZA partner agencies will be permanently destroyed at the end of the academic year.

Additional Permissions

I give my permission to the Nashville After Zone Alliance and its funded providers, unless otherwise noted in the space below:

- a. To have my child participate in NAZA-funded programs and activities at my child's school as well as other off-site locations throughout the NAZA system, as specified in this enrollment form, knowing that this might include special activities, such as off-site events, end-of-year celebrations, homework/academic help, and field trips, and realizing that some of these may take place outside of regular program hours.
- b. With the medical information provided in the program application in mind, to engage in all activities except as noted.
- c. To secure proper medical treatment for my child in the event of an emergency. If I or my emergency contact cannot be reached, I give permission for a physician to order routine tests and treatment for the health of my child. I give permission to a physician to secure treatment and/or hospitalize my child; after all emergency contact attempts have been made.
- d. To provide assistance in accessing devices and internet services when presented as a barrier for my child to participate in afterschool and summer programs.

- e. To use in media releases to benefit NAZA and its funded providers, photographs, creative work, quotes, videos, or other media which may include my child.

I, the undersigned, understand, acknowledge, and agree:

- That I have read and understand the information provided in the Parent Consent Form.
- That I will update any information I provided about my student in a timely fashion.
- That NAZA-funded and affiliated providers will request my child's records that may contain personal information (share demographics, grades, assessment, attendance, behavior/suspensions, IEPs and information about access to technology and internet at home) for the sole purpose of helping my child succeed in school and beyond.
- I therefore waive, with respect to these disclosures, any duty of confidentiality arising from Federal or State requirements.
- That participation in NAZA-funded programs and providing information about my child may involve certain risks. I assume all of these risks.
- That NAZA-funded providers will make themselves available to children, parents, and school staff and any concerns they might have.
- That NAZA-funded providers will protect the safety, interests, and rights of all individuals in the program. Therefore, each program will provide a parent/youth handbook or other program-specific information, including behavior policies and grievance procedures.
- That my child may be asked to complete surveys regarding the program for evaluation purposes.
- That I will not seek to hold NAZA or its funded providers responsible for any losses or damages whatsoever which I or my child may incur in connection with NAZA or its funded providers.
- That all program staff are employed by NAZA-funded providers, who are responsible for the operations of the program and supervision of their personnel. NAZA takes no responsibility for these operations or supervision.

I, the parent or legal guardian, give consent for Metro Nashville Public Schools to share my child's information, as described above, with NAZA staff and its funded and affiliated partners for the purpose of planning and providing high quality afterschool programming to my child. I fully release and discharge MNPS and its employees from any and all liabilities arising out of or in connection with the above described data sharing relative to NAZA and NAZA partners. I reserve the right to withdraw my consent at any time by submitting a written notice of withdrawal of consent to NAZA or its partner.

Signature Custodial Parent/Guardian

Date

Signature of NAZA-funded or affiliated program staff

Date