

# **FCPS Community Use After-school Program Independent Contractor Packet**

Independent Contractors are invited by PTA, PTO, PTSA, and Boosters to offer after-school programming for FCPS students. The programs are valued and appreciated by FCPS Community Use for the growth of FCPS students.

The Independent Contractors are 'guests' of the PTA, PTO, PTSA, and Booster organizations to operate their programs on FCPS property during specific times (Monday-Friday-last bell-530pm) and under specific conditions that adhere to FCPS rules and regulations.

All programming must be presented by the PTA, PTO, PTSA, and Boosters to the school's Principal and Community Use *prior* to entering into any agreements for FCPS facility usage.

This packet will provide guidance to gain an **Approved Independent Contractor** status from FCPS Community Use.

After achieving FCPS status requirements, then the Independent Contractor can organize with the PTA, PTO, PTSA, and Boosters to offer and advertise an alliance with the PTA, PTO, PTSA, and Boosters on FCPS properties.

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# FCPS Community Use After-school Program Independent Contractor Packet

## Independent Contractor (Program Operator) Staff

- Employees at FCPS facilities must be 18 years or older
- A listing of all employees and contact information
- Full legal name
  - Valid email address for the employee
  - Valid contact phone number
- Community Use will forward the employee names to HR for background processing
  - HR will contact the listed employee to provide further directions
  - A fee of \$42.00 must be paid in advance to HR
  - At the completion, an Independent Contractor FCPS badge will be issued
    - Badges must always be visible and worn when on FCPS property for the Independent Contractor program
    - Badges may not be used for any other purpose
- The HR process could take several days to complete

## HR Background/Fingerprint Chart

- Every operator of the after-school programs must be processed through FCPS HR either as a volunteer, an employee of a 3<sup>rd</sup> party Independent Contractor, or as a FCPS employee.
- The chart below outlines the process for FCPS HR depending on status
- The fee is 'actual cost' for the background and fingerprint process
- **All program operators must be FCPS HR screened and cleared prior to the start of the after-school program or entering FCPS grounds or facilities**

STAFF OF PROGRAM OPERATOR	HR SCREENING ORIGINATOR	BACKGROUND REQUIRED	BADGE	FEE
Volunteer	Principal	Yes. Principal will submit HR-8 to HR	Yes	No
FCPS (off-contract) Staff	HR	No	Yes	No
IC Employee	Community Use	Yes. Community Use will submit HR-8 to HR	Yes	Yes-\$42.00

# FCPS Community Use After-school Program Independent Contractor Packet

## Independent Contractor Requested Staff Approval

Please list all individuals that will be representing your programs on FCPS properties. All Independent Contractor/Program Operator volunteers, employees, or staff must be FCPS HR background/fingerprint processed BEFORE teaching, managing, or supporting after-school Support Organization programming.

Email the completed form to: [JTChapman@fcps.edu](mailto:JTChapman@fcps.edu)

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Date: \_\_\_\_\_ Provider: \_\_\_\_\_

Provider Contact: \_\_\_\_\_ Email: \_\_\_\_\_

First Submission: \_\_\_\_\_ Update: \_\_\_\_\_

Community Use will submit all names to FCPS HR for processing

A \$42.00 processing fee (actual cost) is required for each name listed

If listing more than 11 names, please re-use this form and enter 'additional'

FIRST NAME	LAST NAME	EMAIL	PHONE

FCPS HR will email the individual listed using their email.

Directions will be provided by FCPS HR as to 'next steps'

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*Form is a PDF- Use 'Fill and Sign' to enter information*

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Community Use Only Section

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

HR-8 prepared: \_\_\_\_\_ Sent to HR by: \_\_\_\_\_

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**FCPS Community Use  
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**Insurance**

If you wish to use FCPS facilities, please have your *insurance agent* send us an current valid copy of the Certificate of Liability Insurance .

The certificate must be sent by your insurance agent not the insured individual or group.

FCPS requires a minimum coverage of **\$1 million per occurrence** that includes **damage to rental premises**.

**Fairfax County School Board must be listed as an additional insured and as a Certificate Holder**

Fairfax County School Board  
8115 Gatehouse Road Suite 3200  
Falls Church, VA 22042.

Your *agent* must email the Certificate of Insurance(COI) to [JTChapman@fcps.edu](mailto:JTChapman@fcps.edu) to be accepted.

**FCPS Community Use  
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**FS-188**

FS-188 must be completed yearly and submitted to FCPS Community Use. The FS-188 must be completed prior to a program on FCPS property.

PRINT and EMAIL the form on page 5 to [JTChapman@fcps.edu](mailto:JTChapman@fcps.edu)



## FCPS Community Use After-school Program Independent Contractor Packet

### CERTIFICATION REGARDING CRIMINAL CONVICTIONS

By the signature of the authorized official, the Contractor certifies that neither the contracting official nor any of the Contractor's employees, agents, or subcontractors who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child. The Contractor agrees to remove from this program, any employee, agent, or subcontractor who has been determined by the School Board to be disqualified from service due to such convictions or the failure to truthfully report such convictions. In the event that the school determines that any employee, agent, or subcontractor of the Contractor, at any time during the Term, has failed to satisfy the requirements set forth in the Virginia Code with regard to reporting and fingerprinting requirements and/or criminal background investigations and criminal certification requirements, or otherwise fails to comply with applicable rules and requirements set forth in the School Board's Professional Expectations/Standards of Conduct, the School Board shall issue a written notice of such determination to the Contractor, and the Contractor shall promptly cause such employee, agent, or subcontractor of the Contractor to leave or to be removed from the School Board's property. In such event the Contractor shall promptly assign a replacement who shall be acceptable in all respects to the School Board and shall agree, in writing, to abide by the terms and conditions of this Agreement.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address of Firm

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name and Title of Authorized Representative (please print)

Email completed form to: [JTChapman@fcps.edu](mailto:JTChapman@fcps.edu)

**FCPS Community Use  
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**Required Review/ Regulations**

**R8420** Leasing and Community Use Section Community Use of School Facilities

<https://www.fcps.edu/school-board> Policies, Regulations, and Notices

**R8424** Leasing and Community Use of Facilities

Booster Club, PTA and PTO Managed Fee-Based Classes, Clinics, Leagues, and Youth Summer Camps in Fairfax County Public Schools (FCPS) Facilities

<https://www.fcps.edu/school-board> Policies, Regulations, and Notices

<https://www.fcps.edu/clubs-classes-clinics-leagues-and-youth-camps>  
Community Use of Facilities

# **FCPS Community Use After-school Program Independent Contractor Packet**

## **Prohibited Activities**

Community users are prohibited from having the following activities in Fairfax County Public Schools to include in school buildings, on playgrounds and on fields:

- Aerial Acrobatics
- Airplane/Helicopter/Hot Air Balloons Landing
- Alcoholic Beverages
- Animals (except in the case of service animals that are necessary to help an individual with a disability). The user shall cleanup any school grounds used by service animals participating in scheduled events.
- Candles and/or Incense
- Car Bashing
- Car Wash
- Circus or Carnival
- Color/Splatter Run
- Drones
- Fireworks and Sparklers (except by local Government)
- Fog/Smoke Machines
- Gambling
- Hay (or other flammable items)
- Illegal Drugs
- Laser Tag
- Moon Bounces
- Paint Ball
- Parachuting/Sky Diving (onto parking lots/fields)
- Rain gutter Regatta
- Remote Control Flyers
- Rocket Launch
- Running in School Hallways (sports conditioning)
- Skating (roller skates or inline skates—inside buildings)
- Tobacco Products or Smoking Devices (including nicotine vapor products, alternative nicotine products, electronic cigarettes, and Hookah pens)



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## **INDEPENDENT CONTRACTOR CHECKLIST TO BECOME AN APPROVED INDEPENDENT CONTRACTOR FOR FCPS**

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All steps listed below must be completed by the Independent Contractor BEFORE offering any programming on FCPS properties as a guest of PTA, PTO, PTSA, and Boosters organizations.

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### **COMPLETE FORMS**

- ☐ FS- 188
- ☐ Independent Contractor Requested Staff Approval Form
- ☐ EMAIL all completed forms to [JTChapman@fcps.edu](mailto:JTChapman@fcps.edu)

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### **INSURANCE**

- ☐ The COI must be emailed by the agent NOT the Independent Contractor
- ☐ Agent EMAIL COI to [JTChapman@fcps.edu](mailto:JTChapman@fcps.edu)

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### **REVIEW**

- ☐ Staff Requirements
- ☐ FCPS Regulations and Community Use website
- ☐ Prohibited Activities
- ☐ COVID Guidelines