



Prince George's County Public Schools
Before and After School Extended Learning Program
1616 Owens Road, Oxon Hill, MD 20745
(Office) 240-724-1675 – (Fax) 301-316-2155



Dear Parents/Guardians:

Thank you for your interest in participating in the Before and After School Extended Learning Programs (BASELP). Inclusion is fundamental to our program and business practices. We believe in providing a quality school-age program experience that values diversity as well as an opportunity to support the overall developmental of all children. This letter provides a brief overview of your legal rights and the special needs review process for BASELP.

Legal Protection

The Americans with Disabilities Act (ADA) is a federal civil rights law that states individuals with disabilities are entitled to equal rights in public accommodations such as child care centers.

BASELP ensures the following according to ADA:

- Provide equal access and equal opportunity for children with disabilities to participate in the program.
- Make individual determinations about what a child may need to successfully participate in the program without fundamentally altering the program.
- Make reasonable accommodations to enable children with disabilities to participate in all aspects of the program

Child Care and the Americans with Disabilities Act-Title III

- Make reasonable modifications to the policies and practices that integrate children, parents, and guardians with disabilities into programs unless doing so would constitute a fundamental alteration to the program.
- Provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden
- Make facilities accessible to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be fully accessible

**Resource Guide: Maryland State Department of Education Division of Early Childhood Development Office of Child Care "ADA-Americans with Disabilities Act-How it Relates to Child Care"*

http://www.marylandpublicschools.org/msde/divisions/child_care/licensing_branch/res_docs/ADA_ChildCare.pdf



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Limitations to what ADA can require a public or private program to do:

- Programs are not required to admit an individual with disabilities who poses an actual health or safety threat.
- Fundamental alternation and undue burden
 - Programs not required to admit an individual when the needed accommodation would result in a fundamental alteration to the program or would be an undue burden (fundamental alteration-something that changes an essential aspect of the program)
 - Undue burden is an accommodation that would create significant difficulty or expense to the program

**The ADA generally does not require centers to hire additional staff or provide constant one-to-one supervision of a particular child with a disability.*

Registration

Your application will be reviewed by the Program Liaison-Special Needs Compliance Officer in order to ensure that the program is able to make reasonable accommodations for your child. Access to confidential information may be needed in order to make a collaborative decision regarding acceptance and accommodations. The evaluation process is done on a case-by-case basis and includes collaboration with parents, special education teachers, administrators, and the BASELP Special Needs Compliance Officer. Typically, a decision will be made within 5-10 business days.

**The review process is conducted annually at the time of registration-even if your child was enrolled in the program in previous years.*

Tips for Parents/Guardians:

- Share information with staff about your child and his/her unique needs.
- Share information about what your child enjoys and what helps her/him to be successful in different activities at home and at school.
- Sign appropriate forms to release information so the staff can get information about your child that will help them serve and support him/her.
- Work with program staff to provide input to the plan of supports that may be needed for the child to be successful in the program.



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Additional Information

Each of these laws serves to protect a child's rights in different ways and does not apply equally in all circumstances and to all child care providers:

- Section 504 of the Rehabilitation Act (Section 504)
- Americans with Disabilities Act (ADA)
- Individuals with Disabilities Education Act (IDEA)

Formal Complaints

You may file a response or an appeal to the Chief Executive Officer, Sasscer Administration Building, 14201 School Lane, Upper Marlboro, MD 20772. You may file a complaint with the U.S. Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington DC 20530.

Sincerely,
Latasha Bacote
Program Liaison-Special Needs