



LOS ALTOS SCHOOL DISTRICT
USE OF DISTRICT FACILITIES
INFORMATION AND PROCEDURES

2024-2025 SCHOOL YEAR

The purpose of this guide is to provide after-school enrichment program providers with a checklist on how to request and receive approval for their after-school enrichment program for a Los Altos School District elementary school.

After-school enrichment classes are non-school affiliated activities made available to LASD students after school and outside of the regular school day. The after-school enrichment programs offered at a school site are specific to the needs of that particular school community. These enrichment programs focus on activities such as sports, music, fitness, fine arts, technology, academics, language, etc.

You must complete all of these steps to be included in the after-school enrichment program:

STEP 1:

Obtain Site Approval

Interested applicants must obtain approval from the elementary school designee to see if the program will serve the needs of the students

STEP 2:

First Time Users

All first-time facility users will have to sign up for a user account through our online facility request system – FSDirect ([click for details](#))

STEP 3:

Criminal Background Check Certification

All providers must certify all staff have undergone a criminal background check and provide list of names of staff that will be at our schools ([click for form](#))

STEP 4:

Certificate of Insurance Required

All users must have general liability insurance in force at all times during the term of the facility use agreement ([click to provide evidence of insurance](#))

STEP 5:

Facility Use Permit

The provider must obtain authorization to use our facilities by submitting a request through our online facility request system – FSDirect ([click for details](#))

STEP 6:

Peachjar E-Flyer (optional)

The provider has the option to promote their enrichment program utilizing LASD's e-flyer distribution service, Peachjar ([click for instructions](#))

STEP 7:

After-School Program Begins!

Congratulations! The After-School Program may begin once all appropriate steps above are completed