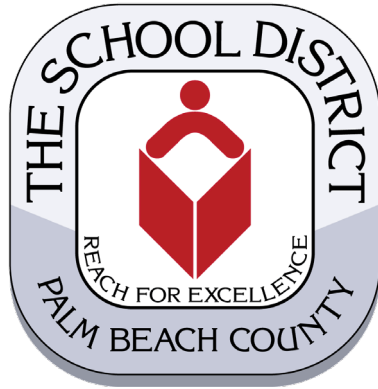


The School District of Palm Beach County
Teaching and Learning
Department of Extended Learning



DISTRICT ELEMENTARY AFTERSCHOOL PROGRAMS
OPERATIONAL MANUAL

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Advisory Committee

The Afterschool Advisory Committee is comprised of elementary principals from school centers representing the full spectrum of programs, populations and community stakeholders served by District Afterschool Programs. This committee provides input to the District Department of Extended Learning staff regarding afterschool.

Table of Contents

1. EXTENDED LEARNING DESCRIPTION AND OPERATION	1
Introduction.....	1-1
Extended Learning Philosophy	1-1
Vision and Mission.....	1-1
Partnerships with Outside Agencies.....	1-1
Confidentiality	1-2
Bullying	1-2
Program Reviews and Inspections.....	1-2
Afterschool Program Description	1-2
Ratios	1-3
Afterschool Hours.....	1-3
Morning Program Requirements.....	1-3
School Day Release to Afterschool	1-3
Attendance	1-4
Snacks	1-5
Daily Activities	1-5
Academic Enrichment.....	1-6
Video Usage	1-7
Technology Usage.....	1-7
Afterschool Dismissal Procedure	1-8
School Dismissal Procedure for Non-Afterschool Students.....	1-8
Non-School Day Programs	1-9
General Interest Programs	1-9
Contracting Consultants	1-9
Field Trips.....	1-10
Use of School Bus for Field Trips.....	1-10
Facility Requirements	1-10
Telephones	1-11
Safety.....	1-11
Playground and Field Safety	1-11
Accident Reports	1-12
Behavior Procedures and Student Behavior/Incident Reports.....	1-13
Students with Specific Needs	1-13
Obtaining Sign Language Interpreting Service for Students.....	1-14
Procedures for Dispensing Medication.....	1-14
First Aid Treatment and Emergency Procedures.....	1-15
Bloodborne Pathogen Exposure Control Plan	1-16
Communicable Diseases and Illnesses.....	1-16

Crisis Response Planning for Afterschool	1-16
Emergency Drills	1-17
2. ENROLLMENT INFORMATION AND PROCEDURES	2
Enrollment	2-1
Maintaining Enrollment	2-1
Registration Information	2-1
Priority Afterschool Placements - Teachers.....	2-2
Wait List Procedures.....	2-2
Parent/Guardian Handbook Requirements.....	2-3
3. FEES, BUDGET, PURCHASING AND ACCOUNTING	3
Fee Structure	3-1
Rates/Late Fees	3-1
Collection of Fees	3-1
Agency Subsidized Fees	3-2
Employee Discounts	3-3
School-Based Partial Fee Waivers.....	3-3
Receipting Afterschool Funds	3-4
Daily Deposits	3-4
Accounting Procedures – Segregation of Duties	3-5
Accounting for Revenues.....	3-5
Operating Budget	3-7
Non-Sufficient Funds (NSF) Checks.....	3-7
Transmitting Afterschool Funds to the District	3-7
Disbursement of Afterschool Fees Transmittal to Afterschool Budget.....	3-8
Use of Afterschool Funds.....	3-8
Purchasing	3-8
Inventory Control.....	3-8
Receipt Book Document Control	3-9
Records Retention for Afterschool Audit.....	3-9
Afterschool Software	3-10
Licenses and Fees	3-10
Donations.....	3-10
Fundraising	11
4. PERSONNEL.....	4
Personnel.....	4-1
Reporting of Abuse to the Department of Children and Families	4-2
Fingerprinting/Badge Renewal	4-2
Time Collection Device (TCD).....	4-2
Payroll.....	4-2
Hiring	4-2

Pay Rates for Afterschool Positions	4-3
Supplements for Afterschool Positions	4-3
Staffing Allocation Guidelines for Afterschool Programs	4-4
Staff Recruitment.....	4-7
Qualifications for Afterschool Positions	4-7
Promoting a CIT to a Counselor	4-7
Staff Handbook Requirements	4-7
Staff Job Related Injuries	4-7
Staff Training Requirements	4-8
Professional Crisis Management (PCM) Training.....	4-9
Training Expenses	4-9
Afterschool Job Performance Review for Staff.....	4-9
Staff Termination	4-10
5. NON-DISCRIMINATION POLICY	5

1. EXTENDED LEARNING DESCRIPTION AND OPERATION

Introduction

The School Board of Palm Beach County and its approved board policies provide the framework under which all afterschool programs operate. It is the responsibility of the afterschool site director to be knowledgeable of and operate within School Board policies and procedures, for more information refer to <https://go.boarddocs.com/fl/palmbeach/Board.nsf/Public>.

[School Board Policy 8.131](#) incorporates guidelines for all District elementary afterschool programs. The Afterschool Advisory Committee reviews policies and procedures and recommends program revisions. The *District's Afterschool Programs Operational Manual (Operational Manual)* serves as the handbook for detailing program implementation protocols and procedures.

Extended Learning operates under Teaching and Learning. Afterschool programs, summer programs and certain enrichment or general interest activities are cost recovery programs. Cost recovery programs do not receive state or District funding assistance. Therefore, sufficient funds must be generated in order to budget for these programs, questions may be addressed to Kiwana Howell, Director of Extended Learning (687-6387).

For information on 21st Century Community Learning Centers (21st CCLC), contact Rochelle Galbraith at rochelle.galbraith@palmbeachschools.org or visit the 21st CCLC Program website on the district website at <https://www.palmbeachschools.org/Page/757>.

Extended Learning Philosophy

The purpose of the Department of Extended Learning is to facilitate opportunities for quality afterschool and camp programs which meet the fundamental needs common to all students during out-of-school time. It is important that students have access to the best possible opportunities to develop into healthy, well-adjusted and responsible adults.

Vision and Mission

The vision of the Department of Extended Learning is to provide high quality out-of-school time opportunities for all students in Palm Beach County.

The mission of the Department of Extended Learning is to work collaboratively with stakeholders to provide high quality programs in a safe, secure environment during out-of-school hours.

Partnerships with Outside Agencies

The principal must work with the community-based organization (CBO) and the Department of Extended Learning when entering into any partnership or service agreement with an outside agency that affects the out-of-school time program. Prior to the afterschool program acceptance of students sponsored by an outside agency, a Memorandum of Understanding (MOU) or Cooperative Service Agreement must be developed and approved by the School Board.

Confidentiality

Afterschool students shall have a right to privacy with respect to their educational records. Personal identifiable records or reports of an afterschool student and any personal information contained therein are confidential. Afterschool staff shall not release such records, reports or information without the written consent of the parent/guardian, in accordance with *Family Education Rights and Privacy Act (FERPA)* guidelines.

Afterschool staff must conform to the laws of confidentiality regarding student information, unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand confidential information to be revealed. Afterschool staff shall consult with the principal and the Legal Services department if in doubt when information is requested.

All parent/guardian and student information must be kept confidential. Requests for public records must be submitted to the Records Management Office.

All District employees with access to protected health information must complete and submit electronically *Employee Confidentiality Agreement for Personal and Protected Health Information* ([PBSD 2345](#)).

Bullying

The School Board of Palm Beach County is committed to providing a safe, secure, civil and respectful learning and workplace environment free from bullying and harassment. Bullying and harassment of any kind will not be tolerated. All written or oral reports of bullying and harassment will be documented and processed in accordance with [School Board Policy 5.002](#).

Program Reviews and Inspections

District review and evaluation of District Afterschool programs is ongoing and includes an annual review of quality indicators of afterschool standards, program management, training, and interaction with families as well as a fiscal compliance review of all billing and enrollment data for the program. Completed reviews are made available to the Afterschool Director and administrative personnel which allows stakeholders to make adjustments and/or align program implementation to District protocols and effective practices already in place.

It is the responsibility of Afterschool Site Directors to be versed in all aspects of the annual review documents and tools. Directors must go over all applicable annual review materials with staff prior to review.

An annual School Readiness Inspection is completed by the Health Department. Directors are responsible for knowing and following all standards as outlined in the School Readiness Program Health and Safety Standards Handbook. The handbook is located on the [SDPBC Employee Hub](#) for review.

Afterschool Program Description

Out-of-school time programs provide a structured, safe and enriching program for Palm Beach County School District students and include:

- Academic enrichment and intervention through engaging interactive instruction
- Cultural arts exposure and enrichment
- Skills for Learning and Life opportunities
- Physical education, sports, and active recreation

Quality programs provide for family and student needs for out-of-school time before and after school hours.

Ratios

The ratio for students in grades kindergarten through five may not exceed 1:20 or 1:25 with a second counselor or counselor in training (Sr CIT). Sr CITs may not be included in ratios on water activities or field trips. For on-campus water activities, the ratio for students in grades kindergarten through five may not exceed 1:15. It may be necessary to lower the student/staff ratio to meet the needs of 504 accommodations.

Afterschool Hours

For schools operating from 8:00AM-2:00PM, afterschool program choices are:

- Full-time program (2:00PM-6:00PM)
- Part-time program (2:00PM-4:00PM)
- Morning program

For schools operating as Extended Day sites, afterschool program choices are:

- Full-time program (2:30PM-6:00PM)
- Part-time program (2:30PM-4:00PM)
- Morning program

Afterschool is a quality enrichment program, provided in a safe setting, offering scheduled academic and special activities, and does not accommodate occasional drop-in service. Students must be enrolled and tuition must be paid monthly or in biweekly installments for any of the above programs.

Morning Program Requirements

1. Morning programs must operate for one hour.
2. Monthly fees for the morning program are based upon the current afterschool hourly rate and are calculated per month based on contracted attendance and prorated through the year into equal monthly installments.
3. A minimum of ten morning-enrolled students is required in order to be fiscally sustainable.
4. Morning programs must maintain the 1:20 staff/student ratio.
5. Only afterschool staff may provide supervision of students in the morning program. Staff must be in the position of certified counselor or higher.
6. All students must be signed in by the parent/guardian/authorized drop off person utilizing the Eleyo Attendance App. Morning Program staff must sign students out utilizing the Eleyo Attendance App upon release to the school day.
7. All students participating in the morning program may participate in the school breakfast program.
8. Students must be provided a variety of engaging activities during the morning program.
9. An evacuation plan must be kept with the staff for their morning location.
10. Written arrival and dismissal procedures must be in place for safety purposes.
11. Students must be enrolled in the morning care program to participate.

School Day Release to Afterschool

All students must report to afterschool directly after school dismissal. Procedures must be in place for student dismissal from the regular school day to the afterschool program, which stipulates where students will be at the start of the afterschool program each day. These procedures must be conveyed to all regular school day and substitute teachers.

Afterschool students may remain in their regular day teacher's classroom after dismissal if:

- The afterschool site director has received signed permission from the parent/guardian to do so.

- The regular day teacher comes to the afterschool program to sign out the student utilizing a sign out sheet that contains student's name, teacher's name, date and time in and out, room number, and type of activity (tutoring, classroom assistance, etc.). See sample *Sign In/Out of Afterschool Student to School Day Staff (SDPBC Employee Hub)*.
- The regular day teacher delivers the student back to the afterschool program and signs them back into the program.

Afterschool students are allowed to be tutored in school-based tutoring programs and/or by vendors under one of the three vendor categories provided by the Purchasing department if:

- The afterschool site director has received signed permission from the parent/guardian to do so.
- The vendor/tutor comes to the afterschool program to sign out the student for that specific purpose utilizing a sign out sheet that contains student's name, vendor/tutor's name, and date and time in and out.
- A list of student names and locations must be kept on file.
- The vendor/tutor brings the student back to the afterschool program and signs the student back into the program.

Afterschool students must NOT be released to their parent/guardian by the vendor/tutor. They must be returned to the afterschool program, as the program is responsible for release of the student to their parent/guardian or authorized designee.

Students from a Different Home School

When students attend a District school other than their home school and are bused back to their home school for afterschool, the parents/guardians are responsible for calling the afterschool site director each day their child will be absent from afterschool.

- If a student attends a District school other than their home school and is bused back to their home school to attend the afterschool program, the parent/guardian must furnish a notarized letter that states the student is responsible for signing in to the program daily.
- In addition, the afterschool site director at the home school should request a daily attendance sheet of the student(s) bused to their afterschool program from the school the student(s) attend during the day.
- The afterschool site director should call the parent/guardian of any student who is listed as absent from school that day to confirm the student's absence.
- Every effort must be made to have the bus drop off the students as near to the afterschool office as possible.
- An afterschool staff member must be able to monitor bus drop off location for student arrival or meet the student at the bus drop off location and walk the student to afterschool. Students must check in with the designated afterschool staff member prior to joining their group.

Full- Time Home Education/ Palm Beach Virtual School (PBVS)/ Florida Virtual School (FVS) Students

- If a student is enrolled as Full Time Home Education, Palm Beach Virtual School (PBVS), or Florida Virtual School (FVS) and is accepted into the afterschool program, the parent/guardian is responsible for providing transportation to and from the afterschool program daily.
- The parent/guardian must arrive to the afterschool program with the student for drop-off by the time designated by the afterschool program.
- The parent/guardian must sign the student in daily at the area designated by the afterschool program utilizing a sign in sheet, or a Department of Extended Learning approved sign-in application.
- The parent/guardian is responsible for calling the afterschool site director each day their child will be absent from afterschool.

Attendance

All students must report to the afterschool program directly after school dismissal. Attendance must be taken daily utilizing the Eleyo Attendance App within fifteen minutes of program start time. Counselors must maintain an iPad with the Eleyo Attendance App or a completed Monthly Attendance Sheet at all times for their reference.

Afterschool site directors (or designee) must check the names of any students not present during attendance against the school absentee list and early dismissal list in SIS. If an absent student's name does not appear on either of these

lists and a check of the school has been made, the afterschool site director must call the parent/guardian.

A student's absence from school does not prevent their attendance in the afterschool program unless they are sick or have been formally suspended from school. Parents/guardians who bring their child to the afterschool program after it has started must escort them to the sign-out desk and sign them into the program. These students may attend afterschool only within the program hours for which they are registered.

Snacks

The afterschool program must provide daily snacks for all afterschool students. Hand washing or sanitizing must take place prior to snack distribution and before cooking activities. Napkins, plates, or paper towels must be made available. Snacks must be served and eaten inside unless a specific outdoor activity with snack has been planned. A snack menu must be posted in the parent area.

A snack time of at least fifteen minutes must be scheduled within forty-five minutes of the start of the afterschool program unless snack was provided to the entire school after 2:00PM. At least two primarily healthy food choices must be offered unless program is participating in the Reimbursable Snack Program. Schools participating in the Super Snack program must adhere to all procedures as outlined by the school cafeteria manager. Schools must provide an additional afterschool snack two hours following the Super Snack.

Food and drink items must be purchased and served from original containers. Bulk items may be purchased and served to students in individual cups, napkins or plates. Bulk items must be new and unopened when received for distribution and expiration dates must be followed. Food items prepared at home may not be given to afterschool students. Snacks may not be sold to individual students.

Daily Activities

The schedule must be flexible and work on a rotating basis. Afterschool counselors must continuously circulate during all activities. All afterschool staff, school administration, and parents/guardians must have access to the schedule. Documentation must be kept on each weekly schedule. The afterschool site director is required to maintain documentation of all schedules and an activity binder or electronic activity plan files, such as a Google Drive or Google Classroom, for review by District personnel. Daily schedules must contain specific locations with room numbers and time scheduled at location and must be specific to each afterschool group. Student locations must be able to be tracked by schedules.

Different age groups can rotate activities, classroom use and playground space. Students may be grouped by chronological age or mixed ages, as long as grouped students are of approximately the same developmental stage. All students must have the opportunity to participate in activities each week.

There must be a balance of creative educational activity choices in reading, writing, math, science, geography, games, and computer software. Activities must be hands-on whenever possible to stimulate learning. Programs must provide a variety of high-interest and age-appropriate activities for the students involved. Student work must be displayed and there must be ongoing student recognition. The afterschool site director is responsible for keeping the principal updated on all afterschool activities.

Afterschool programs must include the following daily activities:

- 1. Homework opportunity of at least a half hour twice daily.** If this service is provided through age grouping, students with no homework may work on other age-appropriate active learning materials provided by afterschool or brought from home. A location must be provided that is conducive for task completion. Homework assistance must be provided. Two homework times must be offered: one between 2:00PM-4:00PM and another between 4:00PM-6:00PM. Students may participate in one or both homework times.
- 2. Indoor snack time scheduled for a minimum of fifteen minutes.** Snack must meet current District guidelines.
- 3. Academic enrichment must be a minimum of three hours per week.** Program time may be used in a rotating schedule so students may participate in one or more academic components.

4. **Outdoor physical play or vigorous physical activity must be a minimum of thirty minutes per day.** The schedule must be flexible so each student has the opportunity to participate. Include group games and organized activities during playground time. When inclement weather or other circumstances prevent scheduled outdoor play, the alternative must be structured indoor physical activities. An additional outdoor/physical activity time must be available to students after 5:00PM.
5. **Technology Usage.** All afterschool students must have access to technology usage during afterschool hours and this usage must be listed on the schedule for all groups (computer labs, iPads, Chromebooks, laptops, etc.)
6. **A variety of activities using designated classrooms (e.g., cafeteria, computer labs, media centers, art rooms and music rooms).** School facilities are District property, and the principal is responsible to designate classrooms with appropriate and feasible space for use by the afterschool program.
7. **Activities and additional clubs that may be offered on a rotating schedule.** Activities offered may include fine arts (e.g., arts and crafts, music, dance, dramatic play, etc.). Clubs offered (e.g., Junior Achievement, Expanded Learning Opportunities, chess club, cooking club, etc.). All clubs must have an afterschool staff member in attendance at all times. A list of club locations, student names, dates, and times must be kept by all afterschool staff.

Academic Enrichment

Afterschool participants must receive a minimum of three hours of academic enrichment per week. Academic advisors may be hired to oversee the implementation of academic enrichments with guidance from the afterschool site director. The enrichment provided must support daytime learning by the National Afterschool Association Core Knowledge and Competencies for learning environments and curriculum. This enrichment may include computerized educational programs, educational games, story time, reading initiatives, math initiatives, science initiatives, and department academic enrichment programs.

Academic enrichment initiatives developed by the Extended Learning department provide options in all curricular areas. Programs may choose to utilize any of the following options.

Explore Literacy

The Explore Literacy initiative enhances fluency and comprehension taught during the regular school day. It is based on fiction and non-fiction read alouds and incorporates research based Reader's Theater selections. Reader's Theater supports fluency and comprehension, while also encouraging creativity and team building as students read together in a fun-filled learning environment. Explore Literacy combines interactive hands-on activities, open-ended questions, student voice and choice, skills for learning and life, and cooperative group work. This well-rounded curriculum promotes a lifelong love of reading.

Explore Literacy is aligned to the Language Arts Florida Standards. Although it is available primarily for grades K-3, it is available to all elementary grades and implemented one hour a day, three days a week. All lessons and support documents are available through the *Afterschool Enrichment Initiatives Google Classroom*.

Give 'em a Boost

The Give 'em a Boost initiative is a personal enrichment and healthy living program that includes topics in the areas of self-awareness, self-management, self-esteem, bullying, celebrating differences, nutrition, personal health, cooperation, and more which are designed to provide a holistic approach to student wellness. Give 'em a Boost incorporates research based Sports, Play and Active Recreation for Kids (SPARK) activities, which are both inclusive and fun in order to promote a lifelong love of personal fitness. Students are provided a well-rounded curriculum using read alouds, hands on activities, engaging food explorations, open-ended questions, student voice and choice and cooperative group work. This initiative is available for grades K-2 and 3-5 and is implemented one hour a day, three days a week. All lessons and support documents are available through the *Afterschool Enrichment Initiatives Google Classroom*.

Science, Technology, Engineering, Art and Mathematics (STEAM)

The Science, Technology, Engineering, Art and Mathematics (STEAM) initiative supports and enriches science and math benchmarks taught during the regular school day in grades K-5 while introducing students to pathways of technology, engineering and art. This curriculum provides learning opportunities using manipulatives, educational games and hands on experiments in a safe, structured environment. STEAM utilizes the inquiry-based 5E Learning Cycle. It allows students to engage, explore, explain, elaborate and evaluate topics through fiction and non-fiction

read alouds, open-ended questions, student voice and choice, skills for learning and life, and cooperative group work. STEAM is aligned to the District's scope and sequence, the Mathematics Florida Standards and Next Generation Sunshine State Standards. It is available for grades K-2 and 3-5 and implemented one hour a day, three days a week during afterschool program hours. All lessons and support documents are available through the *Afterschool Enrichment Initiatives Google Classroom*.

Directors and/or their designees utilizing District academic enrichment initiatives are invited to attend meetings related to its implementation. Counselors should attend academic enrichment trainings provided annually. This training counts towards their annual ten hours of required professional development.

Video Usage

It is a violation of copyright law to show videos at "public performances," (e.g., afterschool programs, summer programs, recreational programs, etc.) without a license to do so. Under no circumstances may rented or purchased videos be used in the afterschool program without a license. This infringement may be subject to substantial civil penalty. The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie publicly outside the home, unless the site where the movie is used is properly licensed for public exhibition.

The Extended Learning department arranges annually with Swank Movie Licensing USA for a yearly public performance license for all afterschool programs. Programs are notified at the beginning of each school year of the license fee and the procedure for purchasing the license. Once a license is purchased for the school year, approved videos may be shown. The purchase of multiple movie licenses is prohibited. If assistance is needed in regards to movie licensing procedures, contact [Kathleen Hamilton-Moore](#).

Parents or guardians must sign the *Permission to View 'Rated' Materials* ([PBS 1994](#)) before their child(ren) may watch rated movies during afterschool. This form is required for afterschool, even if the parent or guardian has signed the same form for the regular school day. School site Media Specialist must review all materials prior to use with afterschool students.

Technology Usage

Student Use of Technology

Student access to District technology resources is authorized exclusively for academic purposes. Student use must be related to the curriculum, academic development of the student or a school extracurricular activity. The Superintendent of Palm Beach County School District has established the accepted network user standards of behavior, as well as guidelines, which apply to students using District technology resources. For more information, refer to [School Board Policy 2.503](#), [School Board Policy 5.183](#), [School Board Policy 8.123](#) and the [District's Information Technology \(IT\) User Standards and Guidelines Manual](#).

Employee Use of Technology

When using District technology resources, applications, databases and supplies, District employees shall adhere to all District standards, protocols and applicable laws. For more information, refer to [School Board Policy 2.501](#), [School Board Policy 2.503](#), [School Board Policy 3.29](#), and the [District's Information Technology \(IT\) User Standards and Guidelines Manual](#).

Third Party Use of Technology

When using District technology resources, applications, databases and supplies, all third parties shall adhere to all District standards, protocols and applicable laws. For more information, refer to [School Board Policy 2.50](#), [School Board Policy 2.501](#), [School Board Policy 2.503](#), and the [District's Information Technology \(IT\) User Standards and Guidelines Manual](#).

Afterschool Dismissal Procedure

When students are dismissed from the afterschool program, the following procedures must be implemented:

1. Only afterschool staff (excluding SR CITs) may be assigned responsibility for sign-out.
2. Only persons listed as an Authorized Pickup in Eleyo may pick up that student. The parent/guardian or authorized persons must report to designated sign-out location and sign the student out utilizing the Eleyo Attendance App and selecting their name from the list of Authorized Pickups.
 - a. Signatures and times listed on the sign-out sheet must agree with dates of student attendance and the SR Attendance Roster submitted in the Early Learning Coalition portal.
3. The *Afterschool Program Limited Authorization for Student Pickup* ([PBSD 2157](#)) must be completed if an emergency requires someone other than persons authorized on the registration form to pick up a student. These persons must show valid photo identification to pick up a student.
4. The *Under Age Pick Up Permission Slip* ([PBSD 2502](#)) must be completed if a parent/guardian requests a minor (middle school or above) to pick up their child. These minors must show valid photo identification to pick up a student.
5. Authorized persons must show valid photo identification upon request by afterschool staff to pick up a student. If a person cannot show proper photo identification and/or is not listed as an authorized person on the registration form, the parent/guardian must be notified and the student will not be released until valid identification and parent/guardian authorization is provided.
6. Parents/guardians are not allowed to meet their children outside the school if they are running late for pick up. All students must be signed out by one of the persons listed as an Authorized Pickup in Eleyo.
7. Students may not sign themselves out of the afterschool program.
8. Upon dismissal, students must be sent to the sign-out desk with at least two other students or with an afterschool staff member, excluding CITs.
9. Both biological parents have a right to pick up their child. If no State of Florida court order is submitted to the afterschool program, both parents' names must appear on the student's contract in Eleyo. In the case of a parent prohibited from picking up their child, a copy of the State of Florida court order stipulating this prohibition must be kept in the student's afterschool file (a certified copy of a custody decree of another state may be filed in the office of the clerk of any circuit court of Florida.) This enables the clerk to treat the decree in the same manner as a custody decree of this state, and can then be enforced as a Florida order. For more information, refer to [State Statute 61.13](#).
 - a. Students with court orders on file must be tagged in Eleyo as "Custody/ Court Order".

The afterschool program closes at 6:00PM daily unless otherwise approved by the director of the Department of Extended Learning. Any parent/guardian who will be late for pick-up must notify the afterschool office. For students remaining beyond program hours whose parents/guardians have not called, the afterschool site director must call all phone numbers listed on the Child Care Contract Information Sheet in an attempt to reach the parent/guardian or authorized persons.

After 7:00PM, the afterschool site director must contact the School Police department (561-434-8700). A dispatcher can assist in obtaining additional contact information. The afterschool site director must then contact the local sheriff/police department to report their concern. If the School Police department or the local sheriff/police department is called, the afterschool site director must immediately notify the principal.

When a parent/guardian does not call the afterschool program and arrives after 7:00PM for pickup, afterschool services may be terminated for their child. The second time a parent/guardian arrives after 7:00PM for pickup, whether or not the parent/guardian has called, afterschool services must be immediately terminated for their child. Late fee rates apply for all late pickups. For more information, refer to "[Rates/Late Fees.](#)"

School Dismissal Procedure for Non-Afterschool Students

Students not picked up when school ends cannot be housed in the afterschool program. There are liability ramifications when students are placed in afterschool without an approved contract submitted in Eleyo by the parent/guardian. If parents/guardians chronically leave students past the school dismissal time, administration may suggest participation in the afterschool program.

As an option, principals may place non-afterschool students under the direct supervision of non-afterschool staff until the parent/guardian picks up the student. The principal may charge a late pick-up fee to cover the cost of student supervision. The principal should contact Internal Accounts department to determine accounting for any fees charged.

Non-School Day Programs

Non-School Days

Non-school days (i.e. winter break, spring break and teacher planning days) fall under camp guidelines determined by the District.

Summer Program

The District determines summer camp guidelines. No plans for summer camp may be developed prior to the annual official release of these guidelines.

General Interest Programs

General interest programs must not supplant existing enrichment programs provided by the collected tuition fees. The intent of general interest programs is to provide additional offerings above those offered in the afterschool program. Staff of general interest programs must meet the same hiring requirements as in the afterschool program. The compensation rate for general interest instructors is listed under salary information on the [Compensation Website](#).

A specific activity or enrichment class, over and above what is normally offered in afterschool, may be offered to school age students. The instructor with this specific area of expertise must be on the afterschool payroll and paid at the current established rate, plus benefits, for the specific hours the instructor is teaching the activity or class. If the activity is not offered to all students, a one-time activity fee is allowable for materials, costumes, etc.

The Department of Extended Learning and District elementary afterschool programs have no affiliation or responsibility to outside vendors. A service provider may enter into a lease with the District and provide services at a school site during afterschool hours. Leases are generated at the school site under District guidelines. For more information, refer to the Real Estate Department website. Programs may be planned for implementation on a school site as long as they do not compete with services already provided by the afterschool program.

School-based enrichment clubs are funded through the District. Principals are responsible for determining the specific school-based enrichment clubs, which are operated using discretionary supplements/stipends. Any student in the school may apply for these clubs. Funds for these clubs are in the school day budget. Students from the school day and afterschool must be offered equal opportunities to register for these clubs. There are no fees for these school-based clubs outside of possible material fees required for the club.

Contracting Consultants

Guidelines and procedures for consultant contracts are located under [Consultant Agreements](#) on the Purchasing department website. Prior to entering into a consultant contract, refer to [School Board Policy 6.14](#), and review the [Special Events Guide](#) and [Water Related Field Trip Guide](#) located on the Risk and Benefits Management SharePoint site.

If an outside consultant is considered to provide a specific activity (e.g., karate, dance, music instruction, etc.), prior to services being rendered, the afterschool site director and consultant must complete and submit a *School District Consultant Agreement Packet* ([PBSD 1420](#)). The afterschool site director must follow the District and school site procedures for issuing payment to a consultant. If the consultant is under a blanket afterschool contract, the afterschool site director must follow the current guidelines for special requisitions to have the consultant paid.

Field Trips

In regards to off-campus field trips, refer to [School Board Policy 2.40](#). Child Care Contract Information Sheets for each student must be brought on all off-campus locations. A working cell phone and District approved lightning detector or weather application such as WeatherBug must be taken on all field trips.

Use of School Bus for Field Trips

Passengers on buses used for field trips shall be limited to students participating in the activity and their sponsors or chaperones.

Bus charges for field trips are \$45.00 per hour and \$1.00 per mile. Schools are also charged an additional hour, which includes thirty minutes prior to departure and thirty minutes after the arrival time. Mileage is considered the miles traveled while students are on board and must be verified by the Afterschool Site Director or designee upon trip completion. If a school bus attendant is requested, the rate charged is \$15.00 per hour.

Field trip requests must be made by utilizing the field trip module in PeopleSoft a minimum of fourteen days prior to a scheduled trip. Special transportation accommodations for participating students and staff must be included with the initial request in PeopleSoft (e.g., medical equipment, attendant, etc.).

For Out of County field trips, contact the Transportation department (561-242-8375) for emergency contacts in other Florida school districts.

The District's fuel card may only be used at District Bus Compounds. Funds must be available for necessary fuel.

Activity buses may be borrowed from local elementary, middle and high schools as long as the afterschool site director or designee is licensed and certified to drive by the District's Transportation department. However, Transportation Services strongly discourages Afterschool Site Directors to borrow school-based buses, in case of emergencies or required maintenance. School buses can be leased from the District if the afterschool program can provide a bus driver certified to drive District buses. Field trips can be requested through the District's Transportation department by utilizing the field trip module in PeopleSoft. Charter buses may be leased only through one of the approved vendors on the list provided on the Purchasing Department website ([Purchasing All-In-One](#)).

Refer to [School Board Policy 2.404](#) for all rules and procedures regarding use of school buses for field trips.

Facility Requirements

Public school facilities meet the general standards for housing students. For the purpose of school-age students, facility space allocated to the program should provide a minimum per student of 35 square feet of usable floor space for indoor activity, exclusive of halls, baths, kitchens and storage. Drinking water, telephone and restroom facilities must be available. For information on all facility requirements refer to *School Readiness Program Health and Safety Standards Handbook* ([SDPBC Employee Hub](#)).

The principal must designate space for the afterschool program. This space is required to include classrooms, art rooms, music rooms, media centers, computer labs and cafeterias. Bathrooms must be accessible and in close proximity to students year-round, (including non-school days). Playground areas must be a mix of grassy and hard top surfaces and include a shaded area. All playground equipment must be kept in safe working order. Playground activities must be restricted to fenced-in play areas.

Indoor space must be available as soon as school dismissal takes place to accommodate programs for snack and inclement weather.

Adequate space must be designated for the afterschool office in a practical location for the program. The office must

be convenient for student dismissal. A secure location must be available for collection of fees. A computer with connection to the District Portal must be located in the afterschool office.

Telephones

Telephone coverage by an adult staff member is required during afterschool program hours. If it is not possible to provide phone coverage in the afterschool office during program hours, a cell phone must be purchased from the afterschool budget and kept with the afterschool site director during program hours. If the program is in a deficit, contact the Department of Extended Learning. During program hours, parents/guardians must be able to contact the afterschool program via telephone. Voicemail for the afterschool telephone must be current and checked several times daily. Afterschool site directors must have access to a cell phone in case of an emergency. Cell phones must be taken on student field trips away from the school center. Staff cell phones are to be used for emergency purposes only, or when the afterschool phone is not available. For more information, refer to [School Board Policy 3.29](#).

Afterschool staff must have access to the emergency cell phone. All emergency numbers including ambulance, fire department, local police department, School Police department (561-434-8700), School Police dispatch (561-434-8700), American Association of Poison Control Centers (1-800-222-1222), Florida Abuse Hotline (1-800-96-ABUSE), and the County Public Health Unit (561-840-4500) must be posted near the afterschool phone and saved on the afterschool cell phone. The program facility's address and directions to the program facility including major intersections must be posted. ([SDPBC Employee Hub](#)) Emergency numbers of school administrators must be available to the afterschool site director and their designee.

Safety

Emergency Equipment, Procedures and Communications

The following equipment and/or manuals must be kept in the afterschool office:

1. First aid kit (additional first aid kits must be kept with staff members)
2. Two separate containers for locking hot and cold medications
3. District emergency manuals:
 - a. *School Center Crisis Response Plan* ([CRISIS School Center Crisis Response Plan](#))
 - b. *School Center Crisis Response Plan* specific to Afterschool ([CRISIS School Center Crisis Response Plan](#))

The afterschool site director must have access to the *Prepared for Action* manual, as this is the District's foundational document for Crisis Response.

All afterschool employees must carry a walkie-talkie at all times. Dispatchers from the School Police department broadcast emergency information on channel one. Afterschool Directors must carry a walkie-talkie on channel one at all times. All afterschool employees must utilize channel one following completion of school-day dismissal.

All emergency exits must be free of any obstacles. Backpacks must be neatly placed with straps against the wall in an area away from walkways to prevent trips and falls.

To ensure safety while transitioning, afterschool counselors must use techniques for smooth group transitions. Afterschool counselors must enforce the buddy system when groups are not transitioning (e.g., traveling in pairs, traveling in threes when being dismissed, etc.).

Lightning Detectors

A district-approved lightning detector and/or weather application, such as WeatherBug, must be monitored at all times during outdoor activities.

For more information on school safety and emergency drill requirements, visit the [Safety Matters Resource Center](#).

Playground and Field Safety

Facilities

- School fields, playgrounds and courts must be inspected daily and cleared of debris, glass, obstructions, etc.
- Playground equipment must be checked for safety hazards
- Hazardous conditions must be reported to the afterschool site director (e.g., ant mounds, large holes, broken playground equipment, etc.)
- The playground and equipment must be developmentally age appropriate

Staff

- Must coordinate the organization, observation, and supervision of students to ensure correct use of playground equipment and circulate in close proximity of students
- Must not compete as a player in games, in order to observe all students at all times
- Must be appropriately spaced in the outdoor play area when multiple groups are utilizing the same play area to provide adequate supervision
- Must review new activities/games with afterschool site director prior to implementation
- Employees, volunteers and students must wash or sanitize their hands after outdoor play

Afterschool Site Director

- Must review each group's daily scheduled outdoor activities
- May work with school's physical education teacher as a resource for sports-related questions
- Must ensure staff have completed Afterschool Playground Safety training (eLearning, within one month of employment) and Mandatory Playground Supervision for All Staff Supervising Playground Activities (annually in eLearning, prior to supervising playground activities)
- Must initiate work orders if any safety hazards are present. Retain all documentation submitted for any work orders needed

Playground Supplies

- Walkie-talkies
- Complete first aid kits
- *Student Accident Reports - Afterschool Program Use Only* ([PBSD 2489](#))
- *Afterschool Student Behavior or Incident Report* ([PBSD 2610](#))
- Roster of students
- Portable water and cups, unless a water fountain is outside

Examples of Inappropriate Activities (including but not limited to)

- Rough contact sports (e.g., tackle football)
- Baseball/softball (with hard balls and bats)
- Dodgeball or like games in which an object is thrown by one person at another
- Skateboarding, unless done with an approved vendor with a completed Risk Planning Tool and all required consultant documentation
- Tug-of-war
- Red Rover
- For more information on allowed and prohibited activities, visit the [Safety Matters Resource Center](#)

Sports/Outdoor Play Equipment

- Must be in good working order
- Must not be left on ground within field of play
- Must be developmentally-appropriate
- Must be adequate for number of students outdoors
- Must have a variety available for active and quiet play (balls, hula hoops, jump ropes, chalk, bubbles, etc.)

Schools under Construction

- Observe construction restrictions while school is under construction
- Check with school administration on proper safety procedures and available areas for play

Accident Reports

The *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) must be carried by afterschool counselors at all times. The afterschool counselor must complete this form anytime an accident occurs during the afterschool program. Once completed, the form must be submitted immediately to the afterschool site director or designee. If an accident occurs and requires first aid, including application of ice, the afterschool site director or designee must complete a *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Information obtained from the *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) must be used to complete the *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Parents/guardians must be notified immediately of any illness or injury to their child, especially head injuries, even if the accident occurs just before the student's normal dismissal time.

Behavior Procedures and Student Behavior/Incident Reports

The School Board of Palm Beach County (Board) is committed to providing a safe learning environment with a positive climate that supports academic achievement and promotes fairness, civility, acceptance of diversity and mutual respect. The Board further believes that disciplinary consequences should be designed to change inappropriate behavior, encourage responsible actions, and promote the development of self-discipline, as District schools should be communities in which positive behavior is expected and modeled. To meet these objectives, the Student Conduct Code for Elementary Students has been developed to assist students, parents, guardians, administrators and school personnel in maintaining a safe and supportive environment. Behavior and discipline procedures set forth in [School Board Policy 5.1812](#) and [School Board Policy 5.1813](#) must be followed at all times.

Behavior procedures must align with the school behavior plan whenever possible. Positive Behavior Support is the school day plan unless otherwise designated by the principal. School-specific behavior procedures must be approved by the principal and provided to parents at the time of registration. Parents must acknowledge that they have received a copy of the school-specific behavior procedures and a parent signature page must be kept in each student's file.

Afterschool counselors must carry *Afterschool Student Behavior or Incident Report* ([PBSD 2610](#)) with them at all times. When a student's behavior warrants the completion of an incident or behavior report, it must be completed by the afterschool counselor and submitted immediately to the afterschool site director. Unacceptable behavior includes student confrontations, fighting, breaking afterschool rules, etc. This form is also used to document incidents related to an afterschool student of which the parent/guardian needs to be made aware.

Parents/guardians must be notified when students may be suspended or terminated from the afterschool program. Suspension and termination procedures must be outlined in school-specific behavior procedures. The afterschool site director must notify and receive approval from the principal prior to suspending a student from the afterschool program or terminating afterschool services. An initial behavior may warrant immediate suspension from the afterschool program or termination of afterschool services at the principal's discretion.

Students with Specific Needs

Any student with disabilities who receives educational services at a public school or students residing within the school's attendance boundaries who are enrolled as full-time home education, Palm Beach Virtual School (PBVS), or Florida Virtual School (FVS) may attend the afterschool program. Students cannot be denied the opportunity to participate in the afterschool program because of their specific needs. A 504 meeting must be convened through the ESE or 504 contacts at the school site to address student needs if accommodations are necessary.

It may be necessary to lower the student/staff ratio. Utilize existing staff members (e.g., floaters, substitutes, afterschool staff working less than twenty hours per week, etc.) when possible. Recruitment must be ongoing for this situation. Any attendance restrictions (e.g., enrollment limits, wait list, etc.) must apply to all students regardless of disabilities. The afterschool program does not provide transportation to or from the program. For more information, refer to [School Board Policy 8.131](#).

1. Afterschool site directors must review each Eleyo Child Care Contract for specific student needs.
2. If a specific need is documented in the health information section of the Eleyo Child Care Contract, the

afterschool site directors must consult with their school nurse regarding the students' specific needs. The school nurse must notify the afterschool site director of any additional medical information they have on students who attend the afterschool program. The afterschool site director must provide the school nurse with a current roster of all afterschool students to assist with notification. The afterschool site director must keep information provided by the school nurse in one secured notebook titled "Specific Student Needs". **The notebook must be reviewed and updated at the beginning of the school year and as needed.** The afterschool site director must meet with each staff member having any contact with these students and let them know the specific needs of those students.

3. Staff must complete and sign the *Afterschool Program Specific Needs Acknowledgment* ([PBSD 2678](#)). All afterschool staff must preserve the security and confidentiality of protected health information they have access to and use in the performance of District duties and job responsibilities. All District employees with access to protected health information must sign the *Employee Confidentiality Agreement for Personal Identification Protected Health Information* ([PBSD 2345](#), eForm). For more information, refer to [School Board Policy 2.037](#).
4. A student with specific needs may require an individualized behavior plan or a functional behavior assessment, and behavior intervention plan to experience success in the afterschool program. In some instances, the 504 team may determine that additional resources are needed to implement the plan. Additional resources may include, but are not limited to, training and staff.
5. Any and all PBCSD employees whose duties include regular contact with a student with epilepsy or a seizure disorder are required to complete yearly online training in the recognition of symptoms and care of students with epilepsy and seizure disorders. To facilitate compliance, an online course from the Epilepsy Foundation titled, Seizure Training for School Personnel (on Demand), is offered to all District staff through eLearning.
6. For information regarding the restraint of students with disabilities, refer to [School Board Policy 5.181](#) and Professional Crisis Management (PCM) Training.

Obtaining Sign Language Interpreting Service for Students

If student that is deaf/hard of hearing is enrolled into the afterschool program and needs sign language interpreting services, services may be obtained by following the steps below:

1. Complete the *ESE/ADA Interpreter Service Request* ([PBSD 1320](#), eForm)
 - a. Under "Requested Service," select "Extracurricular Student"
 - b. Complete all fields and sign under "Signature of Requestor"
 - c. Select "Submit," then "Go"

The form will be sent to the lead interpreter automatically
2. Once the assignment is filled, the lead interpreter will email confirmation to the school contact listed on the *ESE/ADA Interpreter Service Request* ([PBSD 1320](#), eForm)
3. Contact Susan Alex (561-434-8129 or 561-681-5901) with any additional questions

An agreement between the Exceptional Student Education and Extended Learning departments provides financial assistance for afterschool programs required to hire interpreters for students who are deaf/hard of hearing, in compliance with the Americans with Disabilities Act.

Procedures for Dispensing Medication

1. Parents/guardians must complete the Health Information section of the Eleyo Child Care Contract and list any medical concerns or health needs concerning the child.
2. The school nurse may train afterschool staff members working with students with specific special needs. This training will take place on a student-to-student basis. School nurses provide training during the nurse's regular duty hours.
3. School nurses must instruct the afterschool site director and other afterschool staff as needed on administering medication. The school nurse must complete the *HCDPBC School Health Medication Training Documentation* (PBCHD-SNM form) anytime a staff member receives instruction or re-instruction. The type of training and date must be indicated on the *HCDPBC School Health Medication Training* form from the nurse and must be kept by the afterschool program.

4. For medical issues beyond regular oral medication such as EpiPens, nebulizers and asthma inhalers, either the school nurse or an agency nurse will train afterschool staff.
5. For medical issues regarding the use of insulin pumps, Glucagon injections or Diastat suppositories, only an agency nurse may train afterschool staff. The afterschool site director must first attempt to coordinate afterschool staff training with school day staff training. If a separate training is necessary, it must be scheduled with an agency nurse accordingly. To request training from an agency nurse, a *Contracted Agency Nurse Training Request: ESE/504/General Education Child Specific Training for School Personnel* must be completed (HCDPBC School Health form, [SDPBC Employee Hub](#)).
6. The assigned nursing supervisor from the nursing agency will make contact with each afterschool program. For information regarding which nursing agency is assigned to a particular school, refer to the *Nursing Services* document ([SDPBC Employee Hub](#)).
7. The *Physician Authorization for Student Medication* (PBCHD-SNF form – provided by physician), must be signed and updated as needed by the physician and parent/guardian and attached to the registration form. If the physician’s order is unclear, it may not be accepted and must be rewritten by the physician. Recheck authorization forms regularly. Medication must be kept in its prescription bottle and agree with the authorization form.
8. A *Medication Administration Record* ([SDPBC Employee Hub](#)) must be kept and completed by the individual dispensing medication. A copy of the *Physician Authorization for Student Medication* (PBCHD-SNF form) provided by physician must be kept with the *Medication Administration Record*.
9. A *Diabetes Medication Administration Record* ([SDPBC Employee Hub](#)) must be kept and completed by the individual monitoring a student with diabetes and/or administering Insulin. A copy of the *Physician Authorization for Student Medication* (PBCHD-SNF form) provided by physician must be kept with the *Diabetes Medication Administration Record*.
10. Students requiring an EpiPen, insulin, asthma inhalers and/or nebulizers may carry that medication with them only if the afterschool site director has obtained the *Physician Authorization for Student Medication* (PBCHD-SNM form) provided by physician or *Physician Authorization Asthma Medication Only* (PBCHD-SNM forms) provided by physician. The form must state the student has permission to self-administer the prescribed medication. The parent/guardian should provide a separate EpiPen for the afterschool program. If this is not possible, the afterschool site director must have access to the health room (school nurse’s office) during the hours the afterschool program is in operation. In this situation, the afterschool site director must retrieve the EpiPen prior to the start of the afterschool program and return it to the health room at the end of each day. For more information, refer to State Statute 1002.20.
11. Afterschool staff must contact emergency personnel (911) immediately after a student receives an EpiPen dose or any other emergency medication.
12. Medication not requiring refrigeration must be kept in a lock box or locking file cabinet. Medications requiring refrigeration must be kept in a lock box on the top shelf of a refrigerator labeled “No Food.”

First Aid Treatment and Emergency Procedures

Refer to [Bulletin P-13553-COO/RBM](#) in regards to preserving the scene of a serious accident.

1. A first aid kit must be kept in the afterschool office and include the following supplies: soap, hand sanitizer, bandages, tweezers, gauze pads and rolls, adhesive tape, thermometer and thermometer covers, cotton balls or cotton applicators, scissors, ice packs, pre-moistened wipes (non-alcoholic) and non-porous/non-latex disposable gloves in a puncture-proof container. Alcohol and peroxide use is prohibited and these items may not be included in the first aid supplies. This first aid kit must be brought on all field trips and off-campus evacuations. These supplies must be replenished regularly.
2. A condensed first aid kit must be kept with each afterschool counselor at all times and must include the following supplies: sanitizer, bandages, gauze, and non-porous/non-latex disposable gloves in a puncture-proof container. These supplies must be replenished regularly.
3. Parents/guardians must be notified immediately of any illness or injury to their child, especially head injuries. Staff must adhere to specific instructions given by emergency personnel regarding action needed. If a parent/guardian cannot be reached, the afterschool staff must attempt to contact persons authorized on the student’s registration form. If these designated persons cannot be reached or do not arrive at school by the time a student must be transported by ambulance to a hospital, an afterschool staff member must accompany the student to the hospital.

4. Afterschool staff must have the *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) with them at all times. For all accidents requiring first aid, including application of ice, submit the *Student or Visitor Accident Report* ([PBSD 0335](#), eForm).

Bloodborne Pathogen Exposure Control Plan

Precautions must be taken in the handling of blood and/or body fluids, or items soiled with blood and/or body fluids, in all school settings. These guidelines must be followed whether a person whose blood and/or body fluids have spilled is known to have an infection or not.

1. Afterschool staff must wash their hands before and after involvement in the hygiene of any individuals.
2. Afterschool staff handling items soiled with blood and/or body fluids (e.g., urine, feces, saliva, vomit, etc.) must wear non-latex, disposable gloves.
3. When a blood and/or body fluid spill occurs, the Risk Management department recommends any blood and/or body fluid be covered with District approved products. If a custodian is not available to pick up a blood and/or body fluid spill, the area must be carefully covered and secured using cones, tape, etc.
4. All items soiled with blood and/or body fluid must be sealed in plastic containers and disposed of as biological waste in the nurse's station.
5. All items soiled with blood must be thoroughly cleaned with a District approved disinfectant.
6. If an afterschool student or staff member is bitten, stuck with a contaminated needle or cut by a contaminated sharp object which results in a bleeding wound, assess the injury in the health room and provide first-aid treatment, alert Emergency Medical Services to evaluate seriously injured students, and contact the parent/guardian and school principal. *A Student or Visitor Accident Report* ([PBSD 0335](#), eForm) must be completed. For more information, refer to Bulletin #PD 18-025 CFO on procedures for needle sticks/medical sharps exposure.

Communicable Diseases and Illnesses

Any student, staff member or other person in the afterschool program suspected of having a communicable disease must be removed from the program or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. For more information, refer to [School Board Policy 3.81](#) and [School Board Policy 5.322](#).

Each afterschool program must have a designated isolation area for a student who becomes ill while in the program. Such space must be adequately ventilated, heated and equipped with a mat or cot and materials that can be sanitized easily. An afterschool staff member must monitor the isolation area at all times.

Crisis Response Planning for Afterschool

1. The afterschool program must secure a copy of the *School Center Crisis Response Plan*. The afterschool site director is responsible for modifying the *School Center Crisis Response Plan* to meet the needs of the afterschool program. The principal must approve all modifications.
2. Afterschool staff must be aware of the on-campus and off-campus evacuation areas. The afterschool program must use the same evacuation sites as the school day. All sections of the *School Center Crisis Response Plan* ([PBSD 2672](#), eForm) must be completed for use in the afterschool program and include the following information:
 - a. *Crisis Response Team (CRT) Coordinator List*
 - b. *Crisis Response Team (CRT) Personnel, Training, Assignments and Coverage*
 - c. *On-Campus Evacuation School Plan*
 - d. *Off-Campus Evacuation School Plan*
 - e. *Incident Command Post Coordinator Chain of Command*
3. Afterschool site directors and designated staff members must have keys to enter and secure the school

building (e.g., code yellow and red lockdowns). No one may move around campus locking doors during a lockdown.

4. Afterschool site directors and designated staff members must have a quick means of communication (e.g., walkie-talkies, bullhorns or the public address system).
5. Afterschool site directors must have the principal's and assistant principal's telephone contact information in case of emergency during afterschool hours.
6. All staff must know the District emergency codes.
7. Afterschool staff must know the location and have access to the school's crisis response kit, or develop a kit for the afterschool program. It must contain at least:
 - a. An updated copy of the afterschool program's *School Center Crisis Response Plan* ([CRISIS School Center Crisis Response Plan](#))
 - b. First aid supplies
 - c. Several copies of the school map
 - d. Small tool kit (e.g., a hammer, flathead and Phillips head screwdrivers, medium crescent wrench, a pair of needle nose pliers, etc.)
 - e. Current student roster with parent/guardian phone numbers

Emergency Drills

Emergency drills must be coordinated with school administration and conducted during afterschool program hours. Afterschool Programs must conduct three types of emergency drills. Drills must be completed annually. There must be a total of six (6) movement fire drills completed. Fire drill documentation must include date, number of staff present, number of students that participated, and the exit route that was taken. Documentation must be submitted after each drill to the Secretary for input into PeopleSoft. A copy of the PeopleSoft report must be kept on file for review during audits and evaluations. Afterschool site directors must train staff in emergency drill procedures and provide them with copies of the afterschool *School Center Crisis Response Plan* ([PBSD 2672](#), eForm). Staff must take attendance during each drill to ensure all students are accounted for. During off-campus drills, every bathroom must be checked to ensure no students are left behind.

Hazard lockdown drills must be completed during the school year by dates outlined on the emergency drill schedule, two (2) code red, two (2) code yellow, and two (2) tornado drills.

In the case of a real fire, afterschool site directors must call the fire department immediately as fire alarms may not reach the fire department.

Afterschool site directors must be familiar with the school's evacuation plan. Parents/guardians must be informed of the off-campus evacuation site to which their students will be taken in case of emergencies.

2. ENROLLMENT INFORMATION AND PROCEDURES

Enrollment

Elementary afterschool programs are available only to students attending the elementary school and students residing within the school's attendance boundaries who are enrolled as full-time home education, Palm Beach Virtual School (PBVS), or Florida Virtual School (FVS) students. Students may not attend afterschool programs at schools other than their current enrolled day school or their home school. Parents cannot transport students from one school to another school for the afterschool program unless the afterschool program is located at their home school. Only students enrolled in the afterschool program may participate in afterschool activities, unless it is a general interest activity implemented by the school or a vendor leasing the building. For more information, refer to "[General Interest Programs.](#)"

Maintaining Enrollment

Enrollment of at least eighty students should be maintained to remain fiscally solvent and to manage cost recovery status. If program enrollment falls below eighty, the afterschool site director must work directly with the Extended Learning department and their principal to determine how to best market the afterschool program. If program enrollment decreases to the point of incurring a budget deficit and operating outside of cost recovery status, the Extended Learning department will work directly with the principal, afterschool site director, and other administrative personnel deemed necessary to determine the viability of the program. Afterschool programs are subject to review and follow-up by Extended Learning department staff.

Registration Information

Afterschool is open to all School District of Palm Beach County elementary school students, full-time home education students, Palm Beach Virtual School (PBVS) students, or Florida Virtual School (FVS) students in grades kindergarten through five. Directors must accept registrations for the upcoming school year beginning the week after Kindergarten Round Up to ensure all families are given equal opportunity for registration.

A completed Eleyo Child Care Contract and a registration fee of \$25.00 must be obtained upon enrollment to secure a student's placement in the afterschool program.

Afterschool staff shall obtain and keep current the following enrollment information:

1. Student's full legal name, birth date, current address and preferred name.
2. Name and address of the parent/guardian.
3. Telephone numbers or instructions as to how the parent/guardian may be reached during the hours the student is in the afterschool program (must be kept current).
4. Names and telephone numbers of persons authorized by the parent/guardian to pick up the student from the afterschool program.
5. Student's allergies, medical concerns, behavioral issues, physical limitations or any medications taken at home or in school (if applicable).
6. Documentation for any specific needs a student may have (504 plan, IEP for school day, health plan, etc.).
7. Name and telephone number of the physician to contact in case of emergency.

The registration fee is:

- \$25.00 per student for morning or afterschool programs, and is non-refundable after the first day of school.
- Placed in Account 6-9525.00 (Afterschool Registration Fees) and may be used for afterschool program expenditures.
- Not required for students registered only for camp days, winter break camp, or spring break camp.
- Valid for the entire school year at any elementary school within the School District of Palm Beach County. A family that has paid a registration fee for afterschool is not required to pay an additional registration fee

if the student transfers to another school during the school year. If the student transfers within the first month of enrollment, registration fees must be transferred to the new school the student is attending.

Students cannot be enrolled in the afterschool program if they have any outstanding balances with the District. All afterschool site directors must reference the student's obligation screen in SIS prior to enrolling students. Information on the registration form must be kept current throughout the year. If additional space is needed for information or if a change needs to be made to the original registration contract, the *Addendum to Afterschool Programs Registration* form ([PBSD 2447](#)) must be completed and kept with the Child Care Contract Information Sheet. Parents/guardians must sign the addendum.

Child Care Contract Information Sheets (without contract questions and answers) for each student must be printed and filed in an easily accessible notebook or file. The notebook or file must be taken on all field trips and emergency drills. Child Care Contract Information Sheets may be saved electronically as PDF and stored on a device brought to all field trips or off campus locations in lieu of a printed copy.

If a student has a specific need and requires a lower staff/student ratio, it will be necessary for extra staff to be in place before the student starts.

Priority Afterschool Placements - Teachers

1. Eligibility for priority placement in the afterschool program is as follows:
 - a. The student is enrolled in a Palm Beach County School District elementary school.
 - b. The student attends afterschool at the school in which the student is enrolled.
2. In the event children of bargaining unit employees occupy all slots at one school, priority for placement will be based on bargaining unit staff seniority as defined in Article I, Section A16 of the Classroom Teachers Association (CTA) *Collective Bargaining Agreement*. This is provided the parent registered their child during the regular spring registration period for the program.
3. In the event a CTA bargaining unit employee's child changes elementary schools during the school year, he/she will be given priority for placement if there is an afterschool program wait list at his/her new elementary school.
4. For purposes of this section, eligibility to participate in the priority afterschool placement requires that the employee is the legal guardian of the student.

Wait List Procedures

All families interested in enrolling their child in the program must complete a registration contract request through Eleyo. All applicants must be accepted into the program, or applicants must be registered on a first-come, first-serve basis, based on space availability and staffing. Students must remain in pending status in Eleyo until the contract is able to be accepted. The pending contract requests in Eleyo will serve as the wait list until additional staff can be hired to accept the students into the program. The \$25.00 registration fee may not be accepted for students with pending contracts in Eleyo.

Wait lists for entrance into District Afterschool Programs are not supported beyond the following procedures: When an opening in an afterschool program occurs the next pending contract request in Eleyo will be accepted. If for any reason a parent/guardian declines the opening, the date contacted and the reason for decline (if given) must be noted on the contract show page under notes. If the family will no longer need care for the year, the contract will be removed in Eleyo with a note stating the date and time the family declined the opening. If the family wishes to remain on the wait list for future placement, the contract will remain pending in Eleyo with a note stating the date and time the family declined the opening and the reason for remaining on the wait list.

If two or more students from one family are on the wait list, the afterschool site director must offer the parent/guardian the opening for whichever student's grade level is available and let the parent/guardian decide if they would like to enroll their child. Every effort must be made to accept all siblings at one time.

If a student requires special accommodations, the accommodations must be put in place to accept the student

before the next student on the specific grade level wait list is accepted.

Afterschool programs must continually recruit sufficient staff in order to eliminate students remaining on a wait list for placement.

Parent/Guardian Handbook Requirements

A Parent/Guardian Handbook must be made available in the parent's preferred language. The handbook is available in English, Creole, Portuguese and Spanish and must be distributed at the time of registration ([SDPBC Employee Hub](#)). The Parent/Guardian Handbook may be distributed by hard copy in person or electronically via email or by link on the school's website. The Parent/Guardian Handbook for any District afterschool program must include:

1. Extended Learning department philosophy and mission
2. Registration procedures
3. Hours of daily operation (AM and PM)
4. Fee schedule
5. Payment policies late payment fees and late pick up fees
 - a. All afterschool payments must be paid at the afterschool office (not the school office) to the afterschool site director or designated afterschool staff
6. Refund policy
7. School dismissal and sign-out procedures
 - a. Students must be signed out of the afterschool program
 - b. Only persons authorized on the registration form are permitted to sign students out
 - c. Students must be released to persons authorized on the registration form, unless the program holds a legal Florida court order
 - d. Parents/guardians are responsible for keeping information regarding authorized persons and custody orders current
 - e. Custody disputes must be resolved outside of the school center
 - f. Inappropriate behavior from persons picking up a student, including threatening, hostile language will result in parents/guardians having to make other arrangements for student pickup, or termination of afterschool services for their child
8. Behavior plans and policies (must have principal's approval)
9. Snack
10. Health Procedures
 - a. Injury/illness
 - b. Medications
 - c. Influenza Letter
11. Open Door policy
12. Telephone number for afterschool office (not the school office) and afterschool cell phone (if applicable)
13. Off campus evacuation plan (including location of student area in case of emergency)
14. Sample program schedule with times and description of activities (e.g., homework, academics and indoor/outdoor activities)

3. FEES, BUDGET, PURCHASING AND ACCOUNTING

Fee Structure

The uniform fee structure for District afterschool programs has been formulated to cover the following costs:

1. Supervision
2. Staff benefits (all staff at 27.35% and medical \$7,500.00, excluding teachers and substitutes)
3. Supplies and equipment
4. Academic enrichment and activities

The afterschool fee structure is based upon an hourly and daily rate. To support families in their budget planning, total annual tuition is calculated and then divided equally into ten monthly payments. There is additionally an option for equal installment payments. Payment of the first installment or the complete month is due at registration prior to student attendance (see fee schedule). Payment for full installment (or payment for total month) is required, even if the student is not in attendance every day, enrolls mid-month or misses a day due to illness or any other reason. Fees are not prorated based on number of days of attendance, they are based on contracted attendance. Payments not made on or before the due dates specified on the fee payment schedule are subject to a late payment charge of \$5.00 per installment due date.

On an annual basis, parents/guardians must receive a fee schedule. A Financial Assistance Flyer ([SDPBC Employee Hub](#)) must be posted for parents/guardians.

Rates/Late Fees

1. Monthly fees for each student in grades kindergarten through five are calculated based upon \$3.70 per hour, although services may not be provided or paid for by the hour nor by the day.
2. A late payment fee of \$5.00 will be issued to accounts for which payments are not received on or before due date specified on the fee payment schedules. These fees are assessed per installment due date. A one-time late payment fee waiver (PBSD 2503) is to be issued per family per year.
3. For every minute that a parent/guardian is late in picking up their child, a late pickup fee of \$1.00 per minute per family must be charged.

The first late pickup charge per family per fiscal year is waived up to fifteen minutes. Families are responsible for fees incurred beyond the first fifteen minutes of the first late pickup. Late pickups are documented through the Eleyo Attendance App. Directors must review the *Child Care Early Arrival and Late Pick-up Report* in Eleyo at least once per week and add late pickup fees to the family account utilizing an adjustment. For the first late pickup, the first \$15.00 is waived and the waiver must be documented on the family account in Eleyo as an adjustment. If late pickup fees are waived program-wide for a specific occurrence or emergency, this must be documented on school letterhead. Parents/guardians must be encouraged to pick up their children at the appropriate time. Consistent late pickup of students in the part-time afterschool program will result in the student being placed in the full-time program. Late pickups of students in the full-time program will lead to termination of afterschool services.

Collection of Fees

To limit the amount of cash collected, it is important to promote reducing cash collection at schools. Credit cards remain the primary and preferred method of collecting fees at all schools. Best practice is to promote online payments through Eleyo (ACH and credit card) for all fees. All afterschool payments paid by cash, check, or money order must be paid at the afterschool office or the afterschool designated area established for the collection of fees. Afterschool fees must be paid in advance and collected by dates outlined on the fee schedule. Afterschool fees are calculated on a monthly basis and billed in two installments. Fees cannot be prorated due to student absences. If fees for one installment will be removed due to student non-attendance for the entire installment, this must be documented with principal approval and kept on file for auditing purposes. Each student has a reserved place in the afterschool program, and fees must be paid to maintain the student's place in the program whether the student is

present or not. Payment for the first installment or the total month is due at registration prior to a student's attendance, refer to the appropriate fee payment schedule for the correct amount. Payments not made on or before the due dates specified on the fee payment schedule are subject to a late payment fee of \$5.00 per installment.

Failure to make payment by the due dates outlined on the fee payment schedule will also result in termination of the student from the program. If the student is currently enrolled in the afterschool program and the parent/guardian fails to make the first installment payment for the upcoming month, the student will be terminated until payment is received and will be responsible for the installment payment. If payment is not made for the second installment of the month by the due date outlined on the fee payment schedule, the student will be terminated the day following the payment due date. The student may only re-enter the program after payment for total month and late payment fee is made (if openings are available). There will be no proration of fees due to termination for nonpayment.

A one time, per fiscal year per family *Late Payment Fee Waiver* ([PBSD 2577](#)), signed by the afterschool director and parent/guardian must be offered. Parents/guardians having difficulty with payment of afterschool fees may request a payment plan with approval of the afterschool site director and principal. The payment plan must be documented using the *Fee Payment Agreement* form ([PBSD 2503](#)). For auditing purposes, *Fee Payment Agreement* forms ([PBSD 2503](#)) must be kept in one file in the afterschool office, separate from student files. A late payment fee will still be assessed. However, the afterschool program will waive the late payment fee via an adjustment in the afterschool software and the student will not be terminated from the program so long as parent remains in compliance with completed *Fee Payment Agreement* ([PBSD 2503](#)).

Agency Subsidized Fees

Subsidized funding for afterschool students is provided through the following procedures:

1. Parents/guardians seeking assistance with afterschool fees should submit an online application for financial assistance to the Early Learning Coalition of Palm Beach County at www.elcpalmbeach.org. Families can access the ELC website from any public use computer, a smart phone or at the kiosk located at any of three (3) ELC community hub locations
Monday – Thursday 8:00 AM – 5:30 PM.

Palm Springs

1630 South Congress Ave. Suite 300

Palm Springs, Florida 33461

Riviera Beach

2051 MLK Jr Blvd.

Riviera Beach, Florida 33404

- Applications are reviewed by the ELC staff within 21 days. Families can check on the status of their application at any time by logging into their account. All notifications are made via the email address used to start the process.
 - Families are assigned a priority based on guidance provided for the Florida Office of Early Learning and are placed on a wait list.
 - Notification of funding is based on the date of application and priority level assigned.
 - Once notified, parents schedule a meeting with an ELC staff member to review the family's eligibility for services. Eligibility is based on several factors (age of child, income, family size, purpose of care, etc.)
 - If a family meets the eligibility guidelines and has selected a provider, child care services will begin following the interview.
 - If a family does not meet the eligibility guidelines, they will be provided additional resources and are encouraged to re-apply if there are any changes in the household.
2. Once a parent is found eligible for care they will be able to submit an enrollment to the school of their choice. The school will need to accept that enrollment and then the Coalition will review the enrollment. The schools will accept the enrollment by logging in to the new portal and following this path: Enrollment>Manage SR Enrollment> SR Enrollment Requests. The afterschool program must review the certificate before issuing a subsidy credit and the following information must be provided:
 - Date of birth
 - Eligibility code
 - Assessed daily fee

- Approved start date
3. The afterschool site director is required to notify ELC in writing by utilizing the Child Absence Reporting Form of any student that is absent for five consecutive scheduled days with no contact from the parent by the close of the fifth day. This notification must be uploaded to <http://cs.elcpalmbeach.org>. The parent will be given fourteen days from the fifth (5th) day the child was not in attendance to re-establish care. After five absences are reported, the afterschool program will receive the fourteen-day notice via an email link. If care cannot be reestablished, the fourteen-day notice will serve as the termination notice.
 4. The afterschool program must utilize the OEL Provider Portal to track student status and termination dates. ELC will not provide reimbursement to the afterschool program beyond the termination date indicated on the non-transferrable *Child Care Certificate*. If a student ceases to be eligible for subsidized care prior to the eligibility termination date listed on the certificate, the student will be marked as terminated in the OEL Provider Portal.
 5. Attendance must be submitted through the Provider Portal on or before the third (3rd) business day of each month. If the due date falls on a holiday, submit all required attendance records to ELC on the preceding business day. Attendance received after that day will be processed and paid in the next open payment cycle. All rights to payment are forfeited for attendance reports submitted more than sixty days following the end of a service period.
 6. ELC reimbursement is managed through an ACH payment by the sixteenth calendar day of each month, or on the first business day following a weekend or holiday. The Extended Learning Department will utilize reimbursement reports to designate the breakdown of these funds. Once these funds are posted to each afterschool program budget accounts, afterschool site directors receive a breakdown of their reimbursement via email. Afterschool site directors can view the reimbursement report via the Early Learning Coalition Provider Portal in the document library folder *Monthly Reimbursement Report*. For questions regarding reimbursement, contact the ELC reimbursement specialist assigned to your school site.
 7. Any requests for reimbursement adjustments such as discrepancy, overpayment or underpayment need to be reported and submitted to ELC within sixty (60) calendar days of transmission of the reimbursement summary. Submit requests via the Adjustment Request Form (i.e., adjustments to reimbursement check received on 9/16 are due on 11/6, 60 calendar days). The form is located on the Early Learning Coalition Provider Portal.
 8. The ELC will provide a valid Child Care Certificate to the parent at each redetermination interview. A copy will be provided to the parent to present to the director indicating that care has been approved. In order to view children's redetermination dates and certificates, provider will need to log into the new portal and follow the following path: Enrollment>Manage SR Enrollments> View/Edit SR Enrollments.
 9. Afterschool site directors must email any changes of program address, fax and/or phone numbers immediately to Kiwana Howell at Kiwana.howell@palmbeachschools.org.

Employee Discounts

Full-time (only) bargaining unit employees who enroll their children in a District elementary afterschool program are eligible for a 25% discount on the tuition rate charged by the program. Employees must submit an *Employee Verification for Afterschool Programs* ([PBSD 2476](#)) online annually, after July 1, for each child enrolled. Forms submitted after August 31, will be processed upon receipt and credit applied effective the first day of the month following the submission date.

Employees receiving any other tuition subsidy will not be eligible for this District benefit. This employee discount is only for morning and afterschool programs operating on regular student attendance days and does not apply to camp days or any other day outside the regular school day calendar.

Employee discounts of up to 20% must be excluded from wages. The remaining discount credit is reported as wages on the employee's W-2 form.

School-Based Partial Fee Waivers

School-based partial fee waivers must be based solely on financial need. School-based fee waivers cannot be granted to employees as an employee incentive/discount. School-based partial fee waivers apply only to afterschool fees. Parents/guardians must remain responsible for the cost of registration. The following procedures must be followed for school-based partial fee waivers:

1. The parent/guardian must first apply for subsidized child care from the [Early Learning Coalition](#). The only exception for the Early Learning Coalition application is in the case of a temporary emergency hardship. A letter from the parent/guardian detailing the hardship must document these requests.
2. The parent/guardian must provide a letter detailing the hardship, copies of W-2 forms, current pay stubs and proof of mortgage/rental payment in addition to completing an Afterschool Program School-Based Partial Fee Waiver Application ([PBSD 2159](#)). The parent/guardian and principal must sign the waiver and signed copies must then be provided to the parent, afterschool site director and bookkeeper/treasurer.
3. The principal and afterschool site director must review school-based partial fee waivers every three months to determine whether a continued need exists and/or whether the waiver is still viable at the program site in relation to the site budget.
4. For auditing purposes, copies of all school-based partial fee waivers and accompanying documentation must be kept in one file in the afterschool office.

Receipting Afterschool Funds

1. All payments collected by the afterschool program must be receipted in Eleyo. *Afterschool Program Receipts* ([PBSD 1438](#)) must be on hand in case of emergency (e.g., computer malfunction, electricity failure, etc.). At the principal's discretion, *Afterschool Program Receipts* ([PBSD 1438](#)) may be issued for payments. *Afterschool Program Receipts* must be given for all cash payments if EZ-Care2 receipts are unavailable. No other receipt books may be used. Bookkeepers may purchase *Afterschool Program Receipt* books through Marketplace.
 - a. The following information must appear on each receipt: date, name of person making payment, child's name, afterschool program name and location, breakdown of fees by internal account, sum of payment and check number (if payment is made by check).
 - b. If a mistake is made on a receipt, "VOID" must be written across the receipt and all receipt copies must be left in the book.
 - c. Receipts must be distributed as follows:
 - White copy parent/guardian
 - Yellow copy bookkeeper/treasurer (attach to deposit documentation)
 - Pink copy remains in afterschool receipt book
2. Cash and money orders must be receipted at the time they are received. It is highly recommended that two staff members are present when collecting cash payments and when providing receipts. Checks must be recorded within 24 hours. If payment is made by check, a computer-generated receipt must be made available upon request. *Afterschool Program Receipts* ([PBSD 1438](#)), *Eleyo Finance Deposit Detail Report*, and *List Data Export* are the bookkeeper/treasurer's record of all funds receipted.
3. The *Eleyo Finance Deposit Detail Report*, *List Data Export*, a money calculator/adding machine tape printout and the *Monies Collected Report* ([PBSD 0180](#)) must be prepared the day payment is recorded. All funds collected, including funds collected for late pick-ups must be deposited into the school's drop safe each day. Cash, checks and money orders may not be left in the afterschool office overnight.

Daily Deposits

Daily fund collections are summarized on the *Monies Collected Report* ([PBSD 0180](#)) prior to submitting them to the treasurer. The fee breakdown is noted on the *Eleyo Finance Deposit Detail Report* and must be summarized by account on the *Monies Collected Report* (PBSD 0180). This allows the bookkeeper/treasurer to properly credit the school's internal accounts.

When preparing the daily deposit, money orders/checks and cash must be subtotaled separately on the money calculator/adding machine tape. Then the two subtotals must be totaled together using a money calculator/adding tape printout. At the close of each day, the *Eleyo Finance Deposit Detail Report*, *List Data Export*, a money calculator/adding tape printout, the *Monies Collected Report* ([PBSD 0180](#)), any yellow copies of the Afterschool Program Receipts ([PBSD 1438](#)) and all funds collected must be placed in an envelope and deposited in the school's

drop safe. The afterschool site director must verify that totals listed on all deposit documentation match the amount listed on the *Drop Safe Log* ([PBSD 2407](#)), obtain from Supply Warehouse) and deposited into the drop safe. A copy of the *PBC End of Day Payments* report (EZ-Care2), money calculator/adding machine tape print out and the yellow copy of the *Monies Collected Report* ([PBSD 0180](#)) must be filed together in the afterschool office.

If a deposit is not ready to be deposited, funds must be deposited into the drop safe in a locked bag. A copy of a money calculator of amounts dropped in safe should be kept in the locked bag and another copy should be kept in the afterschool office. "TBD" must be logged on the drop safe log for all not ready deposits.

The bookkeeper/treasurer will verify the funds collected and record them in the school's internal accounts. In the case of a discrepancy in the deposit, the bookkeeper/treasurer will notify the depositor, who will be responsible for reconciling the difference. In the case that the deposit is returned to the depositor, the depositor must sign the Drop Safe Log indicating so. The bookkeeper/treasurer must return an official receipt to the afterschool site director within five business days. Official receipts must be attached to the original deposit documentation upon receipt.

Refer to the District Afterschool Programs Camp Operational Manual for non-school day policies regarding fee collections and deposits.

Accounting Procedures – Segregation of Duties

"Segregation of duties" means no single staff member shall be responsible for initiating, processing and recording financial transactions. The premise is one staff member must not have access to both physical assets and the related accounting records, or to all phases of a transaction. For purposes of accounting in the afterschool program, this means:

1. The account sponsor is the afterschool site director and they are responsible for overseeing activities in the afterschool accounts.
2. The school bookkeeper/treasurer may not be the sponsor of any account. Specifically, the bookkeeper/treasurer may not be the afterschool site director or the afterschool financial management designee.
3. The *PBC End of Day Payments* report (EZ-Care2), a money calculator/adding tape printout and the *Monies Collected Report* ([PBSD 0180](#)), must be properly completed by the afterschool site director. The afterschool site director must verify that totals listed on all deposit documentation match the amount listed on the *Drop Safe Log* ([PBSD 2407](#)), obtain from Supply Warehouse) and deposited into the drop safe.
4. The bookkeeper/treasurer's role is to verify funds collected by others and record those amounts in the school's official financial records.
5. The afterschool site director must properly complete all *Check Requisitions* ([PBSD 0181](#)). The bookkeeper/treasurer may not complete the requisition.
6. Funds must be deposited in the drop safe daily, and each deposit must be entered onto the *Drop Safe Log* ([PBSD 2407](#)) per the District Drop Safe Log protocol.

Accounting for Revenues

All check, cash, or money order payments collected by the afterschool site director or their designee must be classified into the following accounts:

- 6-9500.00 Afterschool Fees *(must be transmitted monthly)*
- 6-9501.00 Afterschool Fees Advance Payments *(must be transmitted by first day of school)*
- 6-9525.00 Afterschool Registration Fees
- 6-9530.00 Afterschool Registration Advance Payments *(transferred to 6-9525 by end of August)*
- 6-9650.00 Afterschool Enrichment Activities
- 6-9660.00 Afterschool Donations
- 6-9670.00 Afterschool Staff Attire
- 6-9680.00 Afterschool Fundraising
- 6-9800.00 Camp Fees
- 6-9870.00 Summer Camp Registration Fees

6-9500.00 Afterschool Fees

This account is used to record fees collected for before and after school programs at schools. The only valid expenditures from this account are (1) fee refunds (2) transmittals to the Accounting Department. Fees collected during the month must be transmitted to Accounting by the fifth business day of the following month. Transmittals will be credited to Fund 1301 in PeopleSoft, net of the District's percentage.

6-9501.00 Afterschool Fee Advance Payments

This account is used to record the prepayment of afterschool fees in one school year to reserve a slot in the program for the following school year. The balance in this account must be transmitted to the District on the first transmittal date of the new school year.

6-9525.00 Afterschool Registration Fees

Fees collected to reserve a slot in the Afterschool program are deposited in this account. These revenues are retained in internal accounts and may be used to fund operating expenditures for the program. Expenditures from this account must follow State and District rules. No adult travel expenses may be paid from this account. The maximum allowable balance at the end of the year is \$2,500.

6-9530.00 Afterschool Registration Advance Payments (transferred to 6-9525 by the end of August)

This account is used to record the prepayment of registration fees in one school year to reserve a slot in the program for the following year. The balance in this account must be transferred into the 6-9525.00 Afterschool Registration Fees account no later than the end of August each year.

6-9650.00 Afterschool Enrichment Activities

Special collections for enrichment activities offered to Afterschool students at an additional charge may be deposited into this account. Examples of typical enrichment activities include karate instructions, dance classes, music instruction, etc. The amount collected should approximate the cost of providing the activity. No excessive profits may accrue to this account—the maximum allowable balance at the end of the year is \$750.

6-9660.00 Afterschool Donations

Donations from parents, community members, and other Afterschool supporters may be deposited into this account. The donations must be acknowledged in accordance with Policy 6.04. The donations may be used to underwrite operating costs and enhance the quality of the Afterschool program.

6-9670.00 Afterschool Staff Attire

Used as a clearing account for collection and distribution of additional uniforms. Revenues are collections from Afterschool staff and expenditures are for uniforms. The collections from staff should approximate the cost of the uniform.

6-9680.00 Afterschool Fundraising

Fundraisers conducted for Afterschool programs are conducted in this account. All fundraisers must be approved by the principal and be accounted for in a separate decimalized account to show the financial gain or loss from the fundraising event, and funds may not be spent for the intended purpose until the fundraiser is complete, and those expenditures must be made from the primary account. Unspent funds in this account may roll forward from one fiscal year to the next.

6-9800.00 Camp Fee Account

The fee portion of the non-school day camp tuition must be deposited in this account and transmitted to the District within five business days of the following month. Any remaining camp fees must be transmitted to the Accounting Department by October 5 of the new school year. Transmittals will be credited to Fund 1303 in PeopleSoft, net of the District's percentage.

6-9870.00 Summer Camp Registration Fees

Fees collected to reserve a slot in summer camp are deposited in this account. These revenues are retained in

internal accounts and may be used to fund operating expenditures for the summer camp. Expenditures from this account must follow State and District rules. No adult travel expenses may be paid from this account. Any residual balance shall be transmitted to Accounting Services by October 5 of the new school year.

Operating Budget

Afterschool programs operate within a cost recovery budget generated from afterschool fees.

Afterschool programs may carry over a total of \$5,000.00 or up to twenty percent of the funds transmitted into their budgets each fiscal year, whichever is greater. Deficit spending is not permitted. Any contingency reserve remaining at the close of a fiscal year (carryover) must cover startup costs for staffing and non-salary expenditures for the following fiscal year. Encumbrances must not be included when calculating this balance. Carryover balances are automatically “rolled” into the supply line of the new fiscal year when the District closes the previous fiscal year.

The Extended Learning department provides oversight of afterschool budgets, determines alignment to prescribed protocols and takes action to manage District-wide needs for operation of all afterschool programs within cost recovery. This oversight facilitates the provision of equitable opportunities and services for equitable fee payments throughout all District afterschool programs.

Non-Sufficient Funds (NSF) Checks

School sites are no longer responsible for collecting on Non-Sufficient Funds (NSF) checks. The third-party collection agency, Envision, will now become responsible for collection. Afterschool programs must display flyers notifying parents/guardians to contact Envision on any NSF-related matter. Refer parents/guardians to Envision for any questions and payment arrangements. **NSF payments may not be accepted by the school site.** Schools will receive regular reimbursement checks from Envision.

Principal approval is required prior to accepting checks over \$500.00 as Envision will not reimburse for NSF payments over \$500.00.

Transmitting Afterschool Funds to the District

Account 6-9500.00 (Afterschool Fees) must be transmitted in its entirety each month by issuing a check payable to the Palm Beach County School District. While the full balance is required within the first five business days of the next month, additional transmittals may be made throughout the month. All transmittals must be sent to the Accounting Services department along with a completed *Remittance Transmittal* ([PBSD 0150](#)).

To determine the total of afterschool fees to be transmitted, the bookkeeper/treasurer must print a general ledger of Account 6-9500.00 (Afterschool Fees), which will show the account balance as of the end of the month. The afterschool site director must use the total for this account reflected on the general ledger to complete an internal accounts *Check Requisition* ([PBSD 0181](#)) and then must submit the check request to the bookkeeper/treasurer by the first business day of each month.

Sites may choose to transmit registration fees collected by cash, check, or money order from Account 6-9525.00 (Registration Fees) to their supply line in their 1301 budget, program number 3504. Registration Fees can be transmitted by issuing a check payable to the Palm Beach County School District. All transmittals must be sent to the Accounting Services department along with a completed *Remittance Transmittal* ([PBSD 0150](#)).

At the beginning of the school year, the following account balances must also be cleared as part of the transmittal process:

- Account 6-9800.00 Camp Fees
- Account 6-9870.00 Summer Camp Registration Fees (transmitted as Other Revenue)

The bookkeeper/treasurer must prepare the check and use the *Remittance Transmittal* ([PBSD 0150](#)) to transmit the

check to the Accounting Services department within five days of each month's close. The Accounting Services department will work in conjunction with the Budget Services department to appropriate the fees to the school's afterschool operating budget. These fees must be transmitted no later than October 5 to ensure they are appropriated accurately prior to the closing of the previous fiscal year's accounts.

Disbursement of Afterschool Fees Transmittal to Afterschool Budget

Account 6-9500.00 (Afterschool fees) is transmitted to the District monthly in its entirety. Thirteen percent is disbursed into Account 551100 (Supplies) and eighty-seven percent is disbursed into 1301 salary/budget lines after the District impact fee. The impact fee consists of seventeen percent remittance to the District budget and three percent remittance to the Extended Learning department for funding necessary to support afterschool programs at both the District and program levels. The funds disbursed into salaries are appropriated to the afterschool program budget object numbers in the following percentages:

- 21.5% 516000 Other Support Personnel (SPT)
- 10.5% 518400 Part-Time In-System Personnel
- 20% 521000 Fringe Benefits
- 48% 575100 Temp Employees (Out-of-System Personnel)

The afterschool site director and treasurer may reallocate budget funds to the appropriate accounts to fund the program's payroll and accounts payable. Funds in internal accounts may not be transferred between other internal accounts.

Use of Afterschool Funds

Afterschool funds are cost recovery funds and must be spent on the afterschool students that school year. Afterschool funds may not be used for the following:

1. Gifts for staff
2. Gift certificates or monetary awards
3. Food for adults with the following exception:
 - a. Refreshments for afterschool staff in-service trainings held on the school site may be purchased from Account 6-9525.00 (Afterschool Registration Fees) or from the 1301 Budget Supply Line (Dept XXXX, Fund 1301, Function 9110, Account 551100, Program 3504 [K-5] or 3505 [VPK Wrap], Budget Manager XXXX, Local Code 000, Award Year XXXX, Project 000). The limit is \$20.00 per person. A copy of the staff sign-in sheet, training agenda, and itemized receipt must be included when submitting the payment request, and must be kept on file for auditing purposes.

Purchasing

Any purchases of equipment, such as obstacle courses, snow cone machines, popcorn machines, etc. must first be proposed to, and then approved by, the Risk Management department (561-434-8580). No bounce houses may be purchased with afterschool funds.

For purchasing questions, refer to the [Purchasing Manual](#) located on the Purchasing department website and the PCard [Allowed and Prohibited Expenses](#) reference sheet. Also, refer to [School Board Policy 6.14](#) for more information.

For policies regarding sales tax, refer to [School Board Policy 6.14](#).

Inventory Control

All equipment, materials and supplies purchased from afterschool funds must follow Purchasing department and School Board policies regarding purchasing and inventory control, refer to [School Board Policy 2.34](#) for more

information. To safeguard afterschool inventory (e.g., equipment, materials, supplies, snacks, etc.), items must be kept in locked cabinets. Supply rooms must be monitored. At the end of the school year, the afterschool site director or designee must take an account of inventory and ensure supplies are secured for the summer. If problems with loss of inventory occur, the principal must be notified and steps taken to resolve the issue.

Receipt Book Document Control

A document custodian must be appointed to monitor the inventory and use of the *Afterschool Program Receipts* ([PBSD 1438](#)). This individual must be someone who is not responsible for collections of fees and issuing receipts. Afterschool site directors are responsible for *Afterschool Program Receipts* ([PBSD 1438](#)) issued to them by the document custodian and therefore must sign for all receipts on the *Prenumbered Document Inventory Register* ([PBSD 0160](#)) for *Afterschool Program Receipts* ([PBSD 1438](#)).

A physical inventory of receipts must be performed quarterly by the document custodian and recorded on the *Prenumbered Document Inventory Register* ([PBSD 0160](#)). At the close of the school year, all unused or partially used receipts must be returned to the document custodian and recorded as ending inventory on the *Prenumbered Document Inventory Register* ([PBSD 0160](#)). No other receipt books may be used for receipting afterschool funds.

Records Retention for Afterschool Audit

The following records must be kept and maintained for the number of years authorized by the Records Management department. District public records must be maintained in accordance with the District's [Records Retention Schedule](#).

1. One-year retention
 - Staff meeting agendas and sign-in sheets
 - Staff Handbook
 - Staff Handbook Sign-Off sheets
 - Staff training certificates
 - Walk-through observations and/or notes
 - *Afterschool Program Specific Needs Acknowledgment* ([PBSD 2678](#))
2. Three-year retention
 - *Afterschool Programs Registration* forms ([PBSD 1824](#)) or *Child Care Contract Information Sheets* (with questions and answers)
 - *Monthly Attendance* reports (EZ-Care2)
 - *Sign Out Sheet – By CHILD* reports (EZ-Care2)
 - *Field Trip Permission/Release* forms ([PBSD 0755](#))
 - *Child Care Signature Logs* with parent/guardian signatures for proxy signatures or missing signatures
3. Five-year retention (all financial records)
 - Records for cash collections and disbursements
 - Records for accounts receivables and payables
 - *Afterschool Program Receipts* ([PBSD 1438](#))
 - *Monies Collected Reports* ([PBSD 0180](#))
 - Fee schedules
 - *Fee Payment Agreements* ([PBSD 2503](#))
 - *Afterschool Program School-Based Partial Fee Waiver Applications* ([PBSD 2159](#)), as well as all corresponding documentation
 - *Afterschool Part-Time Pick-Up Extension for Qualifying Teachers* ([PBSD 2469](#))
 - *Employee Verification for Afterschool Programs* ([PBSD 2476](#))
 - *Sign-In/Out Requirements and Payment Responsibility of Subsidized Afterschool Program Fees* ([PBSD 2512](#))
 - EZ-Care2 backup on CD/flash drive
 - *FTE Reports* (EZ-Care2)
 - *Late Payment Fee Waiver* ([PBSD 2577](#))
 - *Late Pickup Fee Ledger* ([PBSD 2505](#))
4. Six-year retention

- *All Early Learning Coalition documentation including copies of sign-out sheets for subsidized students and medical information must be retained until obsolete, superseded or administrative value has been lost.*

Documentation for delinquent accounts must be maintained until the balance has been paid (e.g., invoices, copies of sign-out sheets, copies of attendance sheets, etc.).

To dispose of records properly, the school secretary must be notified about records that no longer need to be retained. The school secretary must:

1. Document the records on the *Records Disposal Certification* form ([PBSD 0783](#)).
2. Inform the afterschool site director of the means by which they may dispose the documents.

Afterschool Software

1. EZ-Care2 by SofterWare, Inc. must be utilized through September 30, 2022 for computerized record keeping in the afterschool program.
2. Beginning in October 2022, Eleyo software must be utilized for computerized record keeping in the afterschool program.
3. Cross training in both software programs is required for the afterschool site director and the assistant site director or activity leader acting as the backup. Training must be completed prior to a staff member receiving a log-in to software.
4. For FY23, information on all students attending any morning, afterschool or non-school day program must be entered into EZ-Care2 (for August and September) and Eleyo (October on).
5. A backup for the EZ-Care2 database must be made every day onto a flash drive or the server. A monthly backup of the EZ-Care2 database must be made on a CD/flash drive and kept in the school's drop safe or bookkeeper/treasurer's office. At the end of September 2022, a backup must be shared with the Extended Learning department via Google Drive. One flash drive must be kept for five years in the school's drop safe or bookkeeper/treasurer's office.

Licenses and Fees

Each afterschool program must pay annually for the following licenses/fees: Eleyo merchant and processing fees, movie license, maintenance impact fee, etc. With the exception of the movie license fee, the Extended Learning department facilitates a budget transfer from each afterschool program for these licenses and fees as they become due. An invoice for the movie license fee is sent directly to the afterschool site director via U.S. mail. This invoice must be paid from 6-9525.00 (Afterschool Registration Fees) or Account 551100 (Supplies) by Pcard immediately upon receipt in order for the afterschool program to remain in compliance regarding use of copyrighted video materials.

Donations

Donations to an afterschool program to enhance or support the program must be deposited into Account 6-9660.00 (Afterschool Donations). [School Board Policy 6.04](#) governs donations to the school system, stating that donations at varying levels must be acknowledged as follows:

- \$1,000.00 or less requires written acknowledgment by the principal or department head
- Over \$1,000.00 must be acknowledged in writing by the Superintendent
- Over \$10,000.00 must be presented to the Superintendent for School Board recognition

A donor has the option to donate funds for general purposes or designate funds for a specific purchase or cause. If the latter is the case, the funds must be spent only on that purchase or cause.

The afterschool program may want to provide the donor with a copy of the District's [W-9 form](#) for tax purposes, if requested (this may be obtained from the bookkeeper/treasurer).

Fundraising

[School Board Policy 2.16](#) governs fundraising activities relating to schools. This policy states:

- The principal must approve in writing all fundraising activities in the school in accordance with established procedures, including completion of the *Recap Fundraising Application* ([PBSD 0153](#)).
- Door-to-door solicitation is prohibited for all students as to all fund and product solicitations.
- No school or school organization is permitted to allow any mechanical rides on District property or at any school sponsored activity for any activities whatsoever.
- Money derived from any school fundraising project or activity shall be deposited in the school's internal accounts and must be disbursed as prescribed by District guidelines within the [Internal Accounts Manual](#) and by [School Board Policy 6.07](#).

Prior to beginning a fundraiser, the afterschool site director must determine the specific use of funds raised, and the use must benefit students in the afterschool program. Funds acquired through fundraising must then be deposited into the previously determined account. Afterschool site directors must complete annually, all five (5) sessions of the Mandatory Internal Accounts Training for Teachers and Account Sponsors.

4. PERSONNEL

Personnel

1. All individuals working in the afterschool program must be at least eighteen years of age and meet all requirements for employment by the School District of Palm Beach County.
 - a. High school students may work in the program as a counselor in training (Sr CIT) after completion of forty volunteer hours in the program. Sr CITs must complete additional fingerprinting through DCF's Background Screening Clearinghouse and must complete School Readiness Pre-Service training courses. OEL/DCF transcripts and certificates must be kept on file. Sr CITs must be under the supervision of an afterschool staff member (excluding other Sr CITs) and are not allowed to cover telephones or the sign-out desk independently.
2. Relatives of the principal, assistant principal, afterschool site director or the afterschool assistant director may not be hired into their school's afterschool program. For more specific language regarding nepotism, refer to [School Board Policy 3.60](#).
3. Overtime for afterschool staff should be discussed with the director of the Extended Learning department to determine its impact on the cost recovery status of the site budget. Planning for staffing needs is critical to avoid overtime expenditures, refer to [School Board Policy 6.12](#) for more information. Fair Labor Standards state that overtime pay for hours worked over forty in a workweek must be paid to all non-exempt employees.
4. Staff paid through the afterschool budget must be engaged in afterschool-related duties for the number of hours paid. District staff cannot submit payroll hours to afterschool for work that was done during their regular duty day. The TCD (time collection device) must be used for hours that staff work beyond their regular duty day.
5. Regular, full-time staff (e.g., afterschool site directors, afterschool assistant site directors, etc.) must include a thirty minute unpaid lunch break each workday, along with one fifteen minute break (thirty-hour employees) or two fifteen minute breaks (forty-hour employees).
6. The *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be completed for each staff member at least once annually and must be signed by the employee, the afterschool director, and the principal.
7. In-system afterschool staff (PRTs) absent during the school day may still work in afterschool provided they are not sick.
8. Afterschool staff responsible for clubs and activities within the afterschool program must be free from conflicting interests. Afterschool staff may not receive compensation from another party during their regular duty hours (example: an outside vendor or organization that collects dues/fees from participants). All funds collected during the operation of an afterschool program must be receipted through the official fee collection process detailed in the section of this document titled "[Fee Structure.](#)"
9. A list of afterschool counselor substitutes must be established, utilizing school staff to cover afterschool staff absences. An *Employee Job Action Request* (PeopleSoft) must be completed for all secondary jobs.
10. A backup must be designated in case of Afterschool Site Director absence.
11. Volunteers must meet the health and age requirements of afterschool staff (a minimum of fourteen years of age) and be registered with the Palm Beach County School District's Volunteers in Public Schools (VIPS) program and Raptor. Volunteers are registered in Raptor by the front office staff. Volunteers must complete District Volunteer Training and Orientation. The VIPS coordinator at each elementary school can assist afterschool site directors in obtaining volunteers. The afterschool site director must supervise volunteer sign-in and sign-out sheets. Volunteers must be under the supervision of an afterschool staff member (excluding Sr CITs) when working with students. Sr CITs may not supervise volunteers.

Refer to [School Board Policy 3.05](#) for complete rules and procedures regarding Equal Employment Opportunity. Any employee who fails to report a breach or to comply with this School Board policy will be subject to criminal prosecution. A consultant or other person who fails to report a breach related to the performance of their duties with the District may be barred from work for the District and may be subject to criminal prosecution.

Reporting of Abuse to the Department of Children and Families

All afterschool staff are responsible for reporting abuse to the Department of Children and Families (DCF). For more information, refer to [House Bill 7173](#) and [State Statute 39.201](#).

Known or suspected abuse of a student must be immediately reported to the Department of Children and Families (DCF) for investigation (1-800-96ABUSE or 1-800-962-2873). For more information and for guidance on how to report abuse to DCF, visit [Employee Compliance](#) on the SDPBC Employee Hub.

Fingerprinting/Badge Renewal

All temporary employees regardless of age must be fingerprinted by Fieldprint, the District's fingerprinting vendor. This includes all temporary employees under the age of eighteen. Individuals who need to complete fingerprinting will go to the Fieldprint website to enter their demographic information and schedule an appointment at a convenient location. The individual will be provided directions on the types of acceptable government identification and to have their fingerprints and photo taken. The District will receive the information and will continue processing the individual for clearance. Once cleared, individuals must pick up badges from the School Police Department. For more information, refer to Florida statutes [1012.465](#) and [1012.56](#). Programs may pay the full amount of badge renewal annually for afterschool staff.

In addition to School Police fingerprinting requirements, all employees (including Sr CITs) must be deemed eligible to work with children through DCF's Background Screening Clearinghouse. A *Background Clearinghouse Request* form and *Privacy Policy Acknowledgement* form will be given to the applicant at the time of their offer letter. These forms must be completed and taken to HR by the applicant. The site director will be notified of the next available date and time for fingerprinting.

Time Collection Device (TCD)

All School Board policies regarding the TCD, (time collection device), shall be followed by all afterschool staff. Full-time afterschool employees must take a thirty-minute unpaid lunch break, i.e., they must be on the clock for a half hour longer than their contracted hours per day. The only exception to this is thirty-hour employees, who may choose to take their unpaid lunch break before clocking in to work.

Payroll

Each payroll period is fourteen days, beginning on a Saturday and ending on a Friday. To view the current pay calendar, refer to [2021 Payroll Time Periods](#).

Hiring

Afterschool Site Directors

The Extended Learning department can assist the principal in hiring a new afterschool site director by providing interview questions specific to the needs of afterschool and providing department staff members to participate in the interview process.

The Principal must notify Extended Learning when a new vacancy of the afterschool site director position occurs in an afterschool program and when the position has been filled. Extended Learning must notify the Early Learning Coalition of any changes to the position of the afterschool site director.

Afterschool Site Directors on Extended Leave and Interim Afterschool Site Directors

When an afterschool site director is on extended leave, a replacement may be appointed (with a personnel

recommendation) as an interim afterschool site director if a qualified staff member is available. Do not submit as a temporary or substitute, as it will result in a loss of benefits. The afterschool budget will cover the salaries of both staff members for the duration of the leave. Upon return of the afterschool site director, the interim position is frozen and the interim staff member must return to their previous position. In the event the original afterschool site director does not return from leave, only after a formal termination or reassignment of the former afterschool site director, the principal may consider the interim afterschool site director for the position of the regular afterschool site director.

Afterschool Staff (Sr CITs, Counselors, Activity Leaders, Assistant Directors and Academic Advisors)

Afterschool staff are hired by the school site. For information on hiring procedures, visit the [Afterschool Directors](#) page on the SDPBC Employee Hub.

Pay Rates for Afterschool Positions

For information on salaries for afterschool positions, visit the [Compensation Page](#) on the SDPBC Employee Hub.

Supplements for Afterschool Positions

Salary supplements for afterschool staff working with special needs students

Afterschool staff who work with special needs students and perform functions above their normal job description (e.g., feeding, toileting, changing diapers and lifting in and out of wheelchairs) may receive an additional \$1.00 per hour. An email must be sent to Rebeca Robinson-Doby (Rebeca.Robinson-doby@palmbeachschools.org) with the request and required information (justification for the supplement and the staff member's employee ID number). When hiring someone as an afterschool counselor in this position, use the Job Action Form (PeopleSoft) and attach documentation showing the supplement the staff member receives and the specific function they provide. A back-up staff member in the afterschool program may also receive the supplement provided they are an interim or temporary employee, and are trained to fulfill this function.

Salary supplement for advanced degrees

Full-time afterschool staff possessing degrees in related fields beyond requirements for their job description may be eligible for an advanced degree supplement. Staff must complete and submit an *Advanced Degree Pay Request for Non-Instructional Employees* ([PBSD 2276](#)).

Salary supplements for afterschool site directors

Afterschool site directors receive salary supplements tied to the enrollment of their afterschool programs as follows:

- \$1.00/hr. 100 - 149 students enrolled
- \$1.50/hr. 150 - 199 students enrolled
- \$2.00/hr. 200 - 249 students enrolled
- \$2.50/hr. 250 - 299 students enrolled
- \$3.00/hr. 300 - 349 students enrolled
- \$3.50/hr. 350 - 399 students enrolled
- \$4.00/hr. 400 - 449 students enrolled
- \$4.50/hr. 450 - 499 students enrolled
- \$5.00/hr. 500 - 549 students enrolled

Enrollment stipends for afterschool site directors are determined via submission of enrollment reports three times per year (including one time for summer camp). Afterschool site directors must provide the Extended Learning department with enrollment reports by each of the three dates below.

- October 5 (to be paid retroactive from the first duty day of the year through January 1)
- February 5 (to be paid retroactive from January 2 through the last duty day in June)
- July 5 (to be paid retroactive from the start to last day of summer camp)

Staffing Allocation Guidelines for Afterschool Programs

Adherence to the following staffing allocation guidelines is imperative for viable fiscal and quality management of the afterschool program.

1. Full-time afterschool site directors are hired to work 190 duty days during the regular school year program (Fund 1301). Extra duty days are not routinely awarded as they are not factored into the cost recovery budget, for more information, refer to Bulletin #PD 16-004.
2. Summer camp afterschool site directors are hired to work no more than 45 duty days during the summer camp program (Fund 1303).
3. Academic advisors may be allocated for every District afterschool program (refer to the Staffing Allocation Guidelines chart below) in order to oversee academic initiatives implemented in the afterschool program and to align those initiatives with the school day. The principal must approve academic advisors, as programming must align to school day goals for student achievement.
4. A maintenance impact fee is assessed for every student enrolled in the afterschool program in order to offset the impact of the program on facility maintenance and upkeep during the school year. This fee is appropriated once per semester (mid-fall and spring) to Fund 1301 from the revenues transmitted to the District. These funds are budgeted for under the afterschool fee structure approved by the Board. Allocations are determined based on the FTE enrollment of the afterschool program.
5. Part-time afterschool site directors may be hired if it is determined that no one is available to fill the full-time afterschool site director position. If a part-time afterschool site director must be hired, it is imperative the position be confirmed as part-time by the Extended Learning department prior to placing anyone in this position. This action ensures appropriate management of employee benefits inherent to full-time versus part-time positions.
 - Teachers also functioning as part-time afterschool site directors should request for the principal to allow them to flex their one-hour teacher planning period (which normally begins at or after 2:00PM), with the exception of faculty meetings and parent/teacher conferences. This ensures the afterschool site director is actively supervising the afterschool program during its busiest hours.

General Guidelines

- Afterschool part-time staff must generally work less than or equal to twenty hours per week in order to manage the budget within cost recovery. Occasionally (weeks with parent nights, staff meetings, etc.) these staff may be scheduled for more than twenty hours to accommodate the needs of the program.
- Out-of-system/temporary personnel working thirty or more hours per week are eligible for benefits (any benefits paid come out of the school's afterschool program budget).
- The staff to student ratio for grades kindergarten through five must be 1:20 or no higher than 1:25 if a Sr CIT or an additional staff member is partnered with the staff member.
- Continual realignment of staff ensures the most effective management of payroll costs. Staff to student ratios must be checked throughout the afternoon. Beginning at the close of the part-time programming, staff must be dismissed as students are dismissed from the program and ratios decrease.
- Each afterschool activity leader must be scheduled to supervise a group during the highest attendance hours (usually the first two program hours daily), or must serve as the onsite substitute afterschool counselor for supervision of groups as needed.
- Part-time afterschool positions are temporary or secondary jobs; therefore, any overtime earned by part-time, in-system staff also working in the afterschool program is automatically charged to the afterschool position. For more information, refer to "[Personnel](#)" section.

Temporary Administrative Support

- Periodically there may be a need for temporary administrative support in the afterschool program. A school day staff member such as the school secretary or data processor may provide this support. Should the need arise, the school day staff member may be hired as a temporary administrative support clerk (Job Code 36060).
- School bookkeepers/treasurers may not support or assist in the collection of afterschool fees due to conflict of segregation of duties. The bookkeeper/treasurer can be hired as temporary administrative support during summer camp in order to process deposits and transmittals of summer camp fees.
- If a program utilizes the temporary administrative support clerk position, it should be on an as-needed, temporary basis to support the afterschool program, not as a permanent or guaranteed position.

Use of School Day Substitutes

- School day substitutes may be utilized as afterschool counselors and are a practical way to manage the need for substitute counselors in the afterschool program. Substitutes are overtime exempt. Substitutes working in afterschool must have an afterschool job code as Certified Counselor.

Specific Allocation Requirements

District afterschool programs are cost recovery in nature and therefore, any addition of staff beyond the recommendation may negatively affect the afterschool budget. Any variance from the staffing allocation guidelines must be submitted to and approved by the Regional Superintendent and Director of Extended Learning through a *Personnel/Expenditure Nonsalary Waiver Justification* ([PBSD 1862](#)) This will ensure effective management of afterschool payroll costs. The following allocations represent maximum amounts, and therefore additional staffing is usually deemed unnecessary.

FY24 Afterschool Staffing Allocation Guidelines

Program Enrollment	Afterschool Staff (includes counselors, certified counselors, and senior CITs)	Activity Leader(s)	Academic Advisor(s)	Assistant Director(s)	Afterschool Site Director
60-79	60-100 hours per week	1 TEMP (< 20 hours)	Up to 4 hours per week		1 SPT (40 hours)
80-99	60-120 hours per week	1 TEMP (< 20 hours)	Up to 6 hours per week		1 SPT (40 hours)
100-119	60-120 hours per week	1-2 TEMPs (< 29 hours)	Up to 8 hours per week		1 SPT (40 hours)
120-159	75-180 hours per week	1 SPT (30 hours)	Up to 10 hours per week		1 SPT (40 hours)
160-199	120-220 hours per week	1 SPT (30 hours)	Up to 16 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
200-249	150-280 hours per week	1 SPT (30 hours) plus 1-2 TEMPs (< 20 hours)	Up to 20 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
250-299	180-340 hours per week	1 SPT (30 hours) plus 1-2 TEMPs (< 20 hours)	Up to 24 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
300-349	210-400 hours per week	1-2 SPT (30 hours) plus 1-2 TEMPs (< 29 hours)	Up to 30 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
350-399	240-460 hours per week	1-2 SPT (30 hours) plus 1-2 TEMPs (< 29 hours)	Up to 34 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
400-449	270-500 hours per week	2 SPTs (30-40 hours) plus 1-2 TEMPs (< 29 hours)	Up to 40 hours per week	1 SPT (40 hours)	1 SPT (40 hours)

450-499	300-560 hours per week	2 SPTs (40 hours) plus 1-2 TEMPs (< 29 hours)	Up to 44 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
500-549	330-620 hours per week	2 SPTs (40 hours) 1-2 TEMPs (< 29 hours)	Up to 48 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
550-599	360-680 hours per week	2 SPTs (40 hours) 3-4 TEMPs (< 29 hours)	Up to 52 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
600-649	390-740 hours per week	2 SPTs (40 hours) 3-4 TEMPs (< 29 hours)	Up to 56 hours per week	1 SPT (40 hours)	1 SPT (40 hours)

Notes

- No budget information can be drawn from the guidelines above. It is the responsibility of the afterschool site director to ensure staff payroll is fully supported within cost recovery guidelines.
- Floater afterschool counselors are practical strategies in all programs for relieving wait lists and covering for absentee staff. These staff may be assigned a newly formed group or provide additional coverage for overflow of an existing group at any time.
- Extended Learning must approve all benefitted positions, and will forward approval to the Budget department for processing. Waivers for afterschool positions are not necessary. To request additional benefitted staff or changes to benefitted positions, an email must be sent to the Director of Extended Learning with the request and rationale.
- Sr CITs may assist afterschool counselors with large groups to maintain staff to student ratios. Sr CITs may not be left alone with students at any time. The maximum number of students allowed in a group with both an afterschool counselor and a Sr CIT is 25.
- FTE (Full-Time Equivalency) enrollment is calculated by adding the total number of full-time students enrolled in afterschool to half the total number of part-time students enrolled. FTE is the number verified when determining the maintenance impact fee.

Students with Disabilities

- Afterschool staffing allocation guidelines are designed to provide flexibility within program budgets to accommodate one or two additional staff.
- If a lower student to staff ratio is necessary in order to provide increased supervision and care of a student, staff must be hired as afterschool counselors or certified counselors. Overtime costs must be avoided when possible by hiring temporary external candidates.

Modified Staffing Allocation Guidelines for Afterschool Programs with Less Than 60 Students

The following guidelines are modified only for programs whose enrollment is below 60 students. Programs with enrollment of 60 students or more must follow the guidelines above.

Program Enrollment	Afterschool Staff (counselors)	Activity Leader(s)	Academic Advisor(s)	Assistant Director(s)	Afterschool Site Director
40-59	20-40 hours per week	1 TEMP (< 20 hours)	0 hours per week	0 hours per week	1 SPT (30 hours)

- Part-time afterschool site directors may be hired. If a part-time afterschool site director is hired, it is imperative the position be confirmed as part-time by the Extended Learning department prior to placing anyone in this position.
- The staff to student ratio for kindergarten through grade five is 1:20 for programs with less than 60 students enrolled.
- In order to ensure the afterschool director has a backup, a part-time activity leader can be hired, but must supervise a group during the highest attendance hours (usually the first two program hours daily).
- The afterschool budget cannot sustain the cost of a Temporary Administrative Support person, nor a General Interest Instructor.

- The most accurate way to determine staff hours within the range is to utilize the afterschool impact tool. This tool is mandatory to track all expenditures (including payroll) and revenue.

Staff Recruitment

Refer external applicants to the [Careers Page](#) on the district website for advertised positions and instructions. Provide a listing of the specific available job openings and positions for the afterschool program. Purchase business cards to have easily accessible when meeting potential applicants. Get a free membership to [Afterschool Alliance](#) for recruiting tips and more. Advertise on the school marquee, school newsletter, banners hung at the school site, and on job recruitment websites such as Indeed and Handshake.

Qualifications for Afterschool Positions

For information regarding qualifications for afterschool positions, please visit the [Job Descriptions Page](#) on the district website and then search position by job code:

- Afterschool Sr. Counselor-in-Training Job Code: 93360
- Afterschool Counselor Job Code: 93310
- Afterschool Certified Counselor Job Code: 93320
- Afterschool Activity Leader Job Code: 93000
- Afterschool Assistant Director Job Code: 93100
- Afterschool Site Director Job Code: 92900
- Afterschool Academic Advisor Job Code: 92800
- Temp Admin Support Job Code: 36060

Promoting a CIT to a Counselor

Procedure for Promoting a CIT to an Afterschool Counselor

1. The staff member must be eighteen years of age.
2. The staff member's fingerprints must be on file with the School Police department.
3. Prepare an *Employee Job Action Request* (PeopleSoft) with the classification change.

Staff Handbook Requirements

Each staff member must be given a Staff Handbook as soon as they are hired. ([SDPBC Employee Hub](#)) Staff must sign acknowledgment of receipt of staff handbook and this must be kept on file for each staff member.

Staff Job Related Injuries

The following procedures must be followed when an afterschool staff member is injured on the job:

1. The staff member must report the injury to their supervisor (the afterschool site director or designee).
2. The afterschool site director must complete the *First Report of Injury or Illness Form* (DWC-1) located on the Safety Matters Resource Center. (<https://palmbeachschools.sharepoint.com/sites/SafetyMatters>) Give the form to the school secretary who will input the claim into PeopleSoft.
3. A copy of the form must be provided to the injured staff member to take to the medical provider, including the page containing the "Helio Prescription Form".
4. Injured worker must choose a provider from the Workers' Compensation Authorized Primary Care Walk-in Clinic Physicians List. This list is updated periodically on the Safety Matters Resource Tile under "Workers Compensation".
5. Do not send the staff member to the emergency room unless the injury is life threatening. Follow-up with all staff members injured on the job and direct them to the Risk Management department if they have questions.
6. The staff member must see a physician and may be given work restrictions via the Florida Workers'

Compensation Uniform Medical Treatment/Status Reporting Form (DWC-25), provided by the physician. If an employee is sent to the emergency room, they must follow up with one of the authorized providers in order to complete the form.

7. The afterschool site director must request a copy of the (DWC-25) form from the injured worker after each physician visit.
8. The afterschool site director must determine whether the restrictions can be accommodated. If restrictions cannot be accommodated, they must contact the Risk Management department at 561-434-8677 or 561-434-8176.
9. If there are no physical restrictions, the staff member may return to their regular job.

For emergency after-hours answering service, call 1-877-815-3272.

To obtain complete information, refer to the Safety Matters Resource Center on the [SDPBC Employee Hub](#).

Staff Training Requirements

All afterschool staff must sign a statement, which must be kept on file, indicating they have read and understand the following materials:

- Crisis Response Plan
- Fire Extinguisher Training
- Afterschool Staff Handbook
- Afterschool Parent/Guardian Handbook
- *Operational Manual*
- Job responsibilities

All afterschool staff members are required to take Introduction to Skills for Learning and Life (eLearning) and Afterschool Playground Safety training (eLearning) within the first month of employment. First Aid/CPR/AED, Bloodborne Pathogens and Positive Ways to Work with Children trainings must be completed by all staff within six months of employment. School Readiness Pre-Service training courses must be completed upon hire before supervising students. OEL/DCF transcripts and certificates must be kept on file. Mandatory Playground Supervision for All Staff Supervising Playground Activities (eLearning) must be completed annually prior to supervising playground activities. Afterschool staff are required to complete all District-Wide Compliance Courses annually. These courses can be found in eLearning under My Compliance Courses. Employees will be automatically enrolled. Epilepsy Foundation's Seizure Training for School Personnel in eLearning must be completed by all staff whose duties include regular contact with a student with epilepsy or a seizure disorder.

Additional ongoing training requirements relevant to specific job titles and responsibilities are outlined below. All staff are required to keep documentation of trainings completed for reference during District reviews and audits.

Afterschool Site Directors

- Director Workshop (prior to start of school)
- Director Meetings (throughout school year)
- Autism Spectrum Disorder/ The Arc/ FAU CARD
- Fiscal trainings
 - Mandatory Eleyo Trainings
 - Fiscal Management Refresher OR each of the following bi-annually:
 - Worry Free Audits
 - Fiscal Management/Afterschool Impact Tool
 - Summer Camp Budget (summer camp sites only - must be taken annually)
 - Financial Training for Internal Accounts
- Additional trainings as specified by District

Upon completion of School Readiness pre-service training requirements, all staff must complete a minimum of ten hours of in-service afterschool related training annually, including Sr CITs. First Aid/CPR/AED and Bloodborne Pathogens trainings must be completed annually or as certifications expire. Trainings completed must be documented on In- Service Training Record, OEL-SR-6207 ([SDPBC Employee Hub](#)). Training certificates or other

supporting documentation must also be kept on file.

Additional Trainings Accepted for Annual Requirements

- Prime Time PBC afterschool trainings
- Extended Learning department trainings
- Extended Learning department sponsored trainings
- Afterschool conferences (certificate required)
- Early Learning Coalition trainings
- Professional Crisis Management (PCM)
- SDPBC Compliance Trainings

Staff of afterschool programs participating in district academic enrichment initiatives will require additional training (which will be counted towards the 10 hours of training annually). Staff of afterschool programs participating in 21st CCLC or other district initiatives may require additional training.

Professional Crisis Management (PCM) Training

Professional Crisis Management (PCM) is a complete and fully integrated system designed to manage crisis situations effectively, safely and with dignity. The primary focus is on crisis prevention strategies, crisis de-escalation strategies, crisis intervention procedures and post-crisis strategies. Certification requires a 22-hour course, a written examination and a practical examination. Annual recertification is required and consists of a seven-hour course, a written examination and practical examination.

Training Expenses

1. Afterschool site directors also working as teachers may pay for a substitute through submission of a TDE to attend mandatory afterschool-related meetings and trainings.
2. Afterschool staff are paid during non-scheduled hours only upon approval from the afterschool site director for attending District afterschool trainings or trainings provided by partner agencies such as Prime Time PBC, and the YMCA.
3. The afterschool program pays the cost of First Aid/CPR/AED certification.
4. Trainings provided by non-partnering agencies are not paid through the afterschool program.
5. Staff are not paid for continuing education courses, including credit and non-credit courses at Palm Beach State College.
6. The afterschool site director and designated staff may apply for Prime Time PBC scholarships to fund conferences with principal approval.
7. Afterschool program staff may apply for Prime Time PBC scholarships to fund college courses and childcare coursework.

Afterschool Job Performance Review for Staff

The *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be completed once annually for all temporary afterschool staff. This review is used only in afterschool and has no bearing on any other job the afterschool staff may have with the Palm Beach County School District. These completed forms should be filed in the afterschool staff cumulative file or notebook after review by the principal. Individual files on afterschool staff are not allowed.

It is best practice that new afterschool site directors, or afterschool site directors at new schools, review all staff within the first two months of receiving their assignment. New staff should be reviewed after their first thirty days to assess their strengths and identify areas of growth. Staff may be reviewed at the afterschool site director's discretion to assist staff in improving job performance.

Completed Job Performance Review for Temporary Afterschool Employees ([PBSD 2504](#)) must be discussed with individual staff members in a private setting conducive to dialogue between the afterschool site director and the

employee. The afterschool site director, the employee and the principal must sign the forms and the employee must be given a copy.

Principals must use the *Noninstructional Evaluation* ([PBSD 0088](#)) for all full-time afterschool site directors and other afterschool staff (assistant site directors and activity leaders) that are regular, benefitted District staff.

Staff Termination

Temporary Afterschool Staff

Temporary positions may be terminated at any time. Reasons for terminating staff generally include insufficient students in the program to justify the number of staff and/or inadequate job performance. The following procedures must be followed for terminating temporary staff:

1. The afterschool site director must discuss the situation with the principal.
2. The afterschool site director must inform the staff member of the termination and rationale. Documentation of the rationale for termination must be kept.
3. Staff with behavior resulting in potential or actual harm to students or other staff must be terminated immediately. The afterschool site director must discuss the incident with their principal and document the process, notifying any other appropriate entities as necessary (e.g., School Police, Professional Standards, etc.).

PRT Staff Working as Part-Time Afterschool Staff

Procedures for terminating full-time, regular school day staff who also work as part-time afterschool staff are the same as for temporary afterschool staff in that afterschool positions are temporary. Part-time afterschool positions provide no guarantee of weekly minimum or maximum duty hours and are not tied to the school day full-time position.

1. The concern must be discussed with the principal.
 - If the problem is overstaffing, the principal must help determine if staff hours must be reduced.
 - If the problem is poor job performance:
 - The afterschool site director must have a discussion with the staff member regarding their job performance. The staff member must be informed of areas needing correction and given strategies for improvement. *The Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be used to document performance.
 - A date must be set to review the staff member's performance again.
 - The conversation must be documented.
 - After one week, another review must be completed to document progress in the area of concern. The principal must approve the review prior to discussing with the staff member.
 - Additional reviews must be completed and discussed with the staff member as needed.
 - If sufficient improvement is not observed, the afterschool site director must discuss with the principal their recommendation for termination from the afterschool program.
 - Documentation must be kept of the cause for termination.

Afterschool staff with behavior resulting in emotional or physical harm to a student must be terminated immediately. The afterschool site director must discuss the incident with their principal and document the process, notifying any other appropriate entities as necessary (e.g., School Police, Professional Standards, DCF, etc.).

5. NON-DISCRIMINATION POLICY

NON-DISCRIMINATION STATEMENT

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

The persons listed below have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance, and/or the grievance procedures, etc.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

Age Act Coordinator

Americans with Disabilities Act (ADA)/Accommodation
Compensation & Employee Info Services
3300 Forest Hill Boulevard, Suite A-152, West Palm Beach, FL 33406
Kristine Poznick, HR Specialist/ADA
pbsd-ada@palmbeachschools.org
ADA Hotline: 561-434-8360
Phone: 561-434-8612; Fax: 561-357-1176

Equal Employment Opportunity (EEO)

Title IX Coordinator
Professional Standards
3300 Forest Hill Boulevard, Suite A-152, West Palm Beach, FL 33406
Phone: 561-434-8873; Fax: 561-434-8178

Title IX Coordinator

Diomedis Ramos-Cruse
Safe Schools
10600 Okeechobee Blvd. West Palm Beach, FL 33411
Phone: 561-792-8686
TitleIX@palmbeachschools.org

Americans with Disabilities Act (ADA)/504 Students Coordinator

Kimberly Doyle, ADA/504 Specialist
Exceptional Student Education
3300 Forest Hill Boulevard, Suite A-203, West Palm Beach, Florida 33406
Phone: 561-434-8817
kimberly.doyle@palmbeachschools.org

Americans with Disabilities Act (ADA)/Facilities

Thomas Hogarth, Director
Building Code Services
3661 Interstate Park Road North, Suite 200, Riviera Beach, Florida 33404
Phone: 561-383-2028
thomas.hogarth@palmbeachschools.org

Gender Equity in Athletics/Title IX

Valerie Miyares, Athletic Manager
Support Services
3300 Forest Hill Boulevard, Suite C-216, West Palm Beach, Florida 33406
Phone: 561-434-7341
valerie.miyares@palmbeachschools.org

Florida Educational Equity Act Coordinator

Keith Oswald, Chief of Equity and Wellness
Equity and Wellness
3300 Forest Hill Boulevard, Suite C-316, West Palm Beach, FL 33406
Phone: 561-434-8822
keith.oswald@palmbeachschools.org