DEPARTMENT OF EXTENDED LEARNING

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The School District
of Palm Beach County

EXTENDED LEARNING

THE MIDDLE SCHOOL AFTERSCHOOL PROGRAM

FY26 OPERATIONAL MANUAL

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1. EXTENDED LEARNING DESCRIPTION AND OPERATION

Introduction

The School District 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 middle 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.

Extended Learning Philosophy

The purpose of the Department of Extended Learning is to facilitate opportunities for quality afterschool 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 organizations (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 or al reports of bullying and harassment will be documented and processed in accordance with School Board Policy 5.002.

Program Structure

The Middle School Afterschool Program has three components:

- Academic Support Activities
- Social Skills Development Activities
- Recreation Activities

Academic support activities may include the following:

- homework assistance
- academic games or other competition
- academic enrichment
- computer instruction
- science and technology classes
- career exploration

Social Skills Development Activities

Social Skills development activities in afterschool promotes social and emotional competence, and helps students view school as a caring and supportive environment.

Skills for Learning & Life is the process that helps students of all ages comprehend and connect with their feelings and emotions that are vital for school, work, and life success. These behaviors are learned and are used in both the day school and after school environments to help make students feel a sense of positivity, and responsibility, and assist in achieving their ultimate goals.

- conflict resolution skills
- anger management skills
- decision making and problem-solving techniques
- leadership and team building skills
- appropriate social interaction skills
- multicultural awareness and appreciation
- drug awareness and prevention
- social emotional learning activities/groups

Recreation Activities

Recreation is an integral component of any youth program. The inclusion of thoughtfully planned recreational activities, provided by knowledgeable staff should be an integral component of all afterschool programs. For some youth this may be one of the few arenas in which they experience success. For all youth, recreation programming can provide the following benefits:

- self-esteem and positive self-image, which can positively improve other areas of life such as school performance.
- positive peer support groups.
- positive release for negative or pent-up emotions.
- leadership opportunities.
- positive adult role models in a non-threatening environment.
- physical, cognitive, and emotional skills.
- decrease feelings of alienation and loneliness.
- promotes ethnic and cultural harmony.
- stress reduction.
- life-long interests that contribute to a balanced, meaningful life.
- reduce the high cost of crime and vandalism.

The following guidelines reflect a quality afterschool component:

- active indoor and outdoor sports and games
- visual and performing arts (drama, dance, music, crafts)
- clubs, hobbies
- non-competitive, team building activities
- community service projects
- personal development
- introduction to other cultures
- other skill development (ex: cooking, computers, sign language)
- special events and field trips, when possible

Participants are given a choice when selecting activities. Emphasis is on fun, skills development, and fully engaging each student.

Ratios

The ratio for students in grades six through eight may not exceed 1:20. It may be necessary to lower the student/staff ratio to meet the needs of 504 accommodations.

Afterschool Hours

Afterschool is a quality enrichment program, located in a safe setting, offering scheduled recreational and special activities and cannot accommodate occasional drop-in service.

Students must be enrolled and tuition must be paid in ELEYO in accordance to the fee payment schedule for any of the below programs:

- K-8 Programs (2:00 - 6:00 PM)
- Afterschool (4:00 - 6:00 PM) (time varies)
- Morning program (7:00 – 9:00 AM) (time varies)

Morning Program Requirements

Morning programs may operate for a minimum of one hour.

- Monthly fees for the morning program are based upon the current afterschool hourly rate and are calculated per month based on contracted attendance.
- Morning programs should maintain the 1:20 staff/student ratio.
- Only afterschool staff may provide supervision of students in the morning program. Staff must be in the position of student monitor or higher.
- All students must be signed in by the parent/guardian/authorized drop off person utilizing the ELEYO Attendance App. Sign-in must be checked by the end of the morning program to verify that all students present in programming were signed in. Morning Program staff must sign students out utilizing the ELEYO Attendance App upon release to the school day.
- All students participating in the morning program may participate in the school breakfast program.
- Students must be provided a variety of engaging activities during the morning program.
- Evacuation map must be posted in the location(s) utilized during the morning program.
- Written arrival and dismissal procedures must be in place for safety purposes.
- 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.

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.
- Staff 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.

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 snacks has been planned.

A snack time of at least fifteen minutes must be scheduled within forty-five minutes of the start of the afterschool program. 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.

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 staff 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 outdoor 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.

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 assistance of at least a half hour 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.

2. Indoor snack time scheduled for a minimum of fifteen minutes. Snacks must meet current District guidelines.

3. Outdoor or vigorous physical activity should 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 outside time. When inclement weather or other circumstances prevent scheduled outdoor activities, the alternative must be structured indoor physical activities.

4. 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.).

5. A variety of activities using designated classrooms (e.g., cafeteria, computer labs, media centers, art rooms, game 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.

6. 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.

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.

Parents or guardians must sign the *Permission to View 'Rated' Materials* (PBSD 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 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.
3. 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.
4. The *Under Age Pick Up Permission Slip* (PBSD 2502) must be completed if a parent/guardian requests a minor (high school or above) to pick up their child. These minors must show valid photo identification to pick up a student.
5. 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.
6. Upon dismissal, students must be sent to the sign-out desk with at least two other students or with an afterschool staff member.
7. Sign-out must be checked by the end of the day to verify that all students present in programming were signed out.
8. 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.

Students who remain on campus after school dismissal

Afterschool participants must be supervised by a staff member until the bus leaves school grounds or parents pick up. If a parent repeatedly fails to pick up his/her student on time, the parent should be advised in writing that continued failure to pick up the student on time will lead to removal of the student from the MSAS program.

PLEASE PUT A PLAN IN PLACE WHERE ALL AFTERSCHOOL STAFF MEMBERS TAKE TURNS REMAINING WITH THESE STUDENTS SO THAT THIS BURDEN DOES NOT FALL SOLELY ON ONE PERSON.

After 6:30PM, 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.

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.

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 Middle 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 MSAS 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.

- Purchasing Guidelines Policy 6.14
- Bid-awarded vendors must be used for bid awarded commodities
- P-cards can be used when placing small orders of less than $1,000, whether paying from budget or internal accounts
- If paying from budget, a Special Request requisition in PeopleSoft must be entered for any items not available in the marketplace or warehouse on orders > $1,000
- Only principals are authorized to sign contracts on behalf of the school. Sponsors are not permitted to sign contracts.
- Consultant Contract training is available through eLearning
- Vendors, Contractors and Consultants will schedule their fingerprinting appointment at www.fieldprintflorida.com

Transportation

Every Middle School is assigned 2 free activity buses from the district for afterschool activities for the entire school. If you need an extra bus, **it will be billed to you at a rate of $45 an hour and $1 a mile. A two-hour minimum per day is charged.**
Please notify the MSAS Manager via email. NO school will have more than 2 extra activity buses

The Middle School Afterschool Director MUST:

- request buses for use Monday through Thursday prior to the start of the school year and a fund strip should be provided for transportation to charge. **There will be NO buses for Friday**.
- cancel the bus due to cancellation of your program for a day
- cancel the bus when your program ends. Otherwise, the 2 regular activity buses will continue until the end of the school year.
- IF YOU CANCEL AN EXTRA BUS, YOU MUST DOCUMENT THE DATE & PERSON. An optional transportation log will be available in Google Docs to help with transportation orders and cancelations of extra busses.
- get billing information

Transportation Contacts:

Transportation Area Team Leaders Contacts		
Andrews Terrence	North	494-0061
Teliska Jackson-Wolliston	South	738-9202
Filomena Chance	East	242-8310
Keith Heaven	Central	242-6541
Simona Falana	Royal Palm	904-9083
Tammy Pierre	West	992-2105

MSAS Transportation funding:

Account #	Account Name	Description and examples
579200	Transportation	Extra busses
	Middle School Afterschool Program Transportation funding strip: XXXX-1000-7802-579200-3043-9012-000	

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.

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 staff upon trip completion.
- If a school bus attendant is requested, the rate charged is **$15.00 per hour.**

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).
For Out of County field trips, contact the Transportation department (561-242-8375) for emergency contacts in other Florida school districts. 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). Outdoor areas must be a mix of grassy and hard top surfaces and include a shaded area.

Outdoors activities must be restricted to fenced-in recreational 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. During program hours, parents/guardians must be able to contact the afterschool program via telephone. 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.

All emergency numbers including ambulance, fire department, local police department, must be posted near the afterschool phone and saved on the afterschool cell phone.

- 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)
- County Public Health Unit (561-840-4500)
- 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)

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.

Lightning Detectors

A district-approved lightning detector and/or weather application, such as Earth Network (on campus) or WeatherBug (off campus), 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.

Outdoors and Field Safety

Facilities

- School fields, outdoor areas and courts must be inspected daily and cleared of debris, glass, obstructions, etc.
- Outdoor 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.)
- Outdoor areas and equipment must be developmentally age appropriate

Staff

- Must coordinate the organization, observation, and supervision of students to ensure correct use of outdoor 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 initiate work orders if any safety hazards are present. Retain all documentation submitted for any work orders needed

Outdoor 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
- Lighting detectors

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 outdoor
- 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 staff at all times. The afterschool staff 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 staff. 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 District Board of Palm Beach County 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 District 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 middle school 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.

Afterschool staff 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 staff 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 accommodation is 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. For students with a current 504 Plan determining a smaller group ratio is required, financial assistance from the ESE department can be requested. The request must be emailed to the Director of the Department of Extended Learning. The request must include the student's initials and student ID number and the total annual amount of funding requested by factoring in the number of staff members, their days and hours scheduled and afterschool pay rate, and including benefit costs and any overtime that may be incurred from the date of service until the end of the school year
6. 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.**
7. An adequate number of staff must be trained on how to respond to allergic reactions, including anaphylaxis. Students with Emergency Action Plans in grades K-8 must have plans accessible at all times on school campus. For more information regarding anaphylaxis training requirements in public schools, refer to SB 1514.
8. For information regarding the restraint of students with disabilities, refer to School Board Policy 5.181.

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 service s, 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

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.

1. 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.
2. 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.
3. 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.
4. For medical issues regarding the use of insulin pumps, Glucagon injections or Dias tat 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 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).
5. 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).
6. 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.
7. 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 the physician must be kept with the *Medication Administration Record*.
8. 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 the physician must be kept with the *Diabetes Medication Administration Record*.
9. 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.
10. Afterschool staff must contact emergency personnel (911) immediately after a student receives an EpiPen dose or any other emergency medication.
11. 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

First Aid and Cardiopulmonary Resuscitation (CPR)

A. **Each MSAS program must have at least two staff with a current and valid certificate(s)** of course completion for first aid training and cardiopulmonary resuscitation (CPR) procedures at all times. Documentation of first aid training and cardiopulmonary resuscitation (CPR) certification must be kept on file and available for licensing to review.

B. One staff satisfying these training requirements must be present at all times that children are in the facility, on field trips, which includes all activities away from the program, and during all transportation activities. In the event a group of children are away from the program on a field trip and other children remain at the facility, there must be one staff satisfying these training requirements present at each location at all times, both on-site and on the field trip.

C. Certificates of course completion are valid based on the time frames established by each first aid and CPR training program, not to exceed three years.

D. CPR courses must include on-site, instructor-based skill assessments by a certified CPR instructor. Documentation of completion of the online course and on-site assessment must be maintained at the facility and available for review by the licensing authority.

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 staff 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.

Afterschool staff must wash their hands before and after involvement in the hygiene of any individuals.

1. Afterschool staff handling items soiled with blood and/or body fluids (e.g., urine, feces, saliva, vomit, etc.) must wear non-latex, disposable gloves.
2. 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.
3. 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.
4. All items soiled with blood must be thoroughly cleaned with a District approved disinfectant. 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 schoolprincipal.
5. 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

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.

1. 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
2. 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.
3. Afterschool site directors and designated staff members must have a quick means of communication (e.g., walkie-talkies, bullhorns or the public address system).
4. Afterschool site directors must have the principal's and assistant principal's telephone contact information in case of emergency during afterschool hours.
5. All staff must know the district emergency codes.
6. 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.

A Severe Weather Plan specific to the afterschool site must be on file, shared with afterschool staff, and must contain the following information:

- Location(s) students will be housed if severe weather conditions are present, including room numbers
- Location of afterschool sign-out area, if different from regular sign-out area
- Instructions for afterschool staff who are in classrooms, multipurpose areas, and outside locations, including relocation areas if necessary
- Tornado Watch and Severe Weather/Tornado Warning instructions for afterschool staff, including student expectations and re-location areas, if necessary
- Instructions for parent communication and walkie communication

2. ENROLLMENT INFORMATION AND PROCEDURES

Enrollment

The middle school afterschool programs are available only to students attending the middle 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."

Registration Information

Afterschool is open to all School District of Palm Beach County middle school students, full-time home education students, Palm Beach Virtual School (PBVS) students, or Florida Virtual School (FVS) students in grades six through eight.

All parents must submit a 2025-2026 afterschool program registration in ELEYO. Once the request is submitted, an email is generated notifying the contract request is waiting for staff approval and will be reviewed in the order that they were received.
A student cannot participate in the MSAS Program without an approved ELEYO registration contract.
In addition to an approved contract in ELEYO, a one-time registration fee of $35.00 is due and secures a student's place in the program.

- **The $35.00 registration fee is non-refundable after the first day of school, but can be transferred to another District afterschool program.**

Applicants are registered on a first-come, first-serve basis, based on space availability and staffing. A wait list is established when the program is at capacity. As students apply throughout the year their names are added to the wait list until additional staff can be hired to reduce the wait list.

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: **All afterschool fees must be paid online in ELEYO ONLY.**

- $35.00 per student for morning and afterschool programs.
- Valid for the entire school year at any middle 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.
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.

Waitlist 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 $35.00 registration fee may not be accepted for students with pending contracts in ELEYO.

Waitlists 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 no longer needs 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 waitlist 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 waitlist.

If two or more students from one family are on the waitlist, 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 accommodation, the accommodation must be put in place to accept the student before the next student on the specific grade level waitlist is accepted.

Afterschool programs must continually recruit sufficient staff in order to eliminate students remaining on a waitlist 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.

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
6. Refund policy
7. School dismissal and sign-out procedures
8. Behavior plans and policies* (must have principal's approval)
9. Snack
10. Health Procedures
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)

*Information should be added by MSAS Director

3. FEES, BUDGET, PURCHASING AND ACCOUNTING

Fee Structure

The afterschool fee structure is based upon an hourly and daily rate. All fee information will be provided to the parents in written form.

- Tuition must be paid in full for the entire month; it cannot be paid for by the hour or by the days attended.
- Payments must be made prior to services rendered.
- All afterschool fees must be paid online in **ELEYO ONLY.**
- Due on the first of the month
- No adjustments for absences
- No refunds unless extenuating circumstances
- On an annual basis, parents/guardians must receive a fee schedule.

Rates/Late Fees

Monthly fees for each student in grades six through eight are calculated based upon $3.70 per hour, although services may not be provided or paid for by the hour nor by the day.

Club fees will be charged by the hour based $3.70 per hour X the number of hours that the club meets. Paid in full before club begins.

Late Payment Fees

Failure to make payment on or before the due dates outlined on the Middle School Afterschool Program Fee Payment Schedule will result in a $15.00 late payment charge per month. Late payment fees will be invoiced and must be paid in ELEYO.

- If payment is not made, **services will be suspended/terminated**. In order for the child(ren) to return to the program the account must be current with payment made for all past due tuition charges as well as late payment fees. **There will be no proration of fees for days missed due to termination for non-payment.**
- Parents can apply for a one time per school year Late Payment Fee Waiver by completing and submitting form (**PBSD 2577**) provided by the afterschool program.
- A onetime late payment fee waiver (**PBSD 2503**) is to be issued per family per year.

Late Pick-Up Fees

For every minute that a parent/guardian is late in picking up his/her child/children, a late pick-up fee of $1.00 is charged. Late pick-up fees will be invoiced and must be paid in ELEYO. **Multiple late pick-ups can lead to a student being removed from the program.**

- 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, a 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. Late pickups of students may lead to termination of afterschool services.

Refund/Credit Policies

To withdraw a student from the afterschool program, **parent must notify the director in writing two weeks prior to withdrawal** in order to receive a refund payment. Other requests for refunds will not be granted.

Free and Reduced Lunch Status

A MSAS attendee will be exempt from any fees associated with the program if the approved documentation from School Food Service is provided to the Middle School Afterschool director at the time of the ELEYO contract request. Other forms of documentation may include: Eligibility for Medicaid, Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF).

- If no documentation is provided, student will be adhering to the program fee schedule.
- The free and reduced status will be adjusted from fee-based to $0.00 effective the month the documentation is provided and reviewed by the MSAS Director.
- No refunds will be processed previous to the documents being received.

Collection of Fees

All afterschool fees must be paid online in **ELEYO ONLY.**

- Afterschool fees are calculated on a monthly basis and invoiced in one installment.
- Fees cannot be prorated due to student absences.
- 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 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 $15.00 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 payment for the upcoming month, the student will be terminated until payment is received.
- The student may only re-enter the program after payment for the 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.

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 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.
2. 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.
3. 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

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.
Afterschool Program Receipts must be given for all cash payments. No other receipt books may be used. Treasurers may purchase *Afterschool Program Receipt* books through the 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
    i. the book.
c. Receipts must be distributed as follows:
    1. White copy/parent/guardian
    2. Yellow copy/bookkeeper/treasurer (attach to deposit documentation)
    3. Pink copy/remains in afterschool receipt book

d. 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.
e. 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.
f. 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.
g. 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 0180), (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)), obtained from Supply Warehouse) and deposited into the drop safe. 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 funds are not ready to be deposited, they must be placed into the drop safe in a locked bag. A copy of a money calculator of amounts dropped in a 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 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.

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, 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), obtained 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

A MSAS attendee will be exempt from any fees associated with the program if the approved documentation from School Food Service is provided to the Middle School Afterschool director at the time of the ELEYO contract request. Other forms of documentation may include: Eligibility for Medicaid, Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF).

- The free and reduced status will be adjusted from fee-based to $0.00 effective the month the documentation is provided and reviewed by the MSAS Director.
- No refunds will be processed previous to the documents being received. Students who qualify for free benefits based on participation with SNAP, TANF, and in some circumstances Medicaid are eligible to attend free-of-charge. Proof of F&R status is required with registration.

The Middle School Afterschool Program (MSAS) may collect monthly, registration and late pick-up fees. All fees collected through ELEYO will be credited to fund: 1000, function: 9110, account: 551100, program: 3060. The use of these funds must be related to the MSAS program and its participants.

Internal Accounts

6-9900.00 Safe School Fees

This account is used to record monthly fees collected from middle school students enrolled in the MSAS programs at schools.

- Valid expenditures from this account are: Fee refunds and Transmittals to the Accounting Department.
- Fees collected during the month must be transmitted to Accounting by the fifth business day of the following month.
- Unspent balances in this account may roll forward from one fiscal year to the next.

6-9901.00 Safe School Registration & Special Fees

This account is used to record registration fees collected from middle school students enrolled in the MSAS programs at schools.

- Expenditures from this account must follow State and District rules.
- These revenues are retained in internal accounts and may be used to fund operating expenditures for the program. No adult travel expenses may be paid from this account.
- These funds may be used on campus to provide enrichment, field trips, and other special activities not covered by the basic program funds.
- The maximum allowable balance at the end of the year is $2,500.
- Unspent balances in this account may roll forward from one fiscal year to the next.

6-9902.00 Safe Schools Fundraising

Fundraising conducted by students in the Middle School Afterschool Program can be accumulated in this account and spent for the purpose stated on the fundraising application form.

- All fundraisers must be approved by the principal.
- The revenues and expenses for each fundraising event must be accounted for in a separate decimalized account.
- At the conclusion of the fundraiser, the profits may be transferred to the primary account and spent for the intended purpose.
- Unspent balances in this account may roll forward from one fiscal year to the next.

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 NSF payments over $500.00.

Transmitting Afterschool Funds to the District

Account 6-9900.00 (Safe Schools Fees) must be transmitted in its entirety each month by issuing a check payable to the Palm Beach County School District. While a 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 school Treasurer must print a general ledger of Account 6-9900.00 (Safe Schools 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 Treasurer by the first business day of each month.
- The school Treasurer must prepare a 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 MSAS Program 3060 budget.

Usage of the Afterschool Revenue (fees collected from parents).

Use of Afterschool Funds – Funds allocated under Program 3060, Fund 1000, Function 9110 represent parent-paid fees collected for participation in the Middle School Afterschool (MSAS) Program. **These funds must be used exclusively for the benefit of MSAS participants during the same school year in which they are collected.**

The MSAS Director at each school site is responsible for monitoring the account and ensuring funds are used appropriately and remain in good standing.

Prior approval from Chevette Gadson, MSAS Manager, is required for purchases over $500.00

Disbursement of afterschool funds

Use of Afterschool Funds in Program 3060, fund 1000, function 9110.

- Funds allocated in Program 3060, fund 1000, function 9110 are fees paid by parents to the MSAS program and must be spent for the benefit of its participants only, during the same school year.
- The Middle School Afterschool Director is responsible for monitoring and keeping these funds in good standing.
- Purchase of equipment, such as obstacle courses, snow cone machines, popcorn machines, Gaming equipment, etc. must first be approved by the MSAS Manager Chevette Gadson and copied to Ileana Alberti.

You may use these funds for:

- ✓ Snacks
- ✓ Indoor and Outdoor games
- ✓ Gaming room furniture (approved by Risk and Management)
- ✓ ESPORTS equipment, Software
- ✓ Field trips for MSAS students
- ✓ Small consultant's contracts
- ✓ Arts and Crafts materials
- ✓ Pizza, ice cream

Robotics:

Students participating in robotics during afterschool hours must be registered with the MSAS program for these transactions to be allowable:

- Payment for FLL Team Registration,
- Payment for FLL Registration for Practice and Regional tournaments.
- Purchase of:
    - ✓ Legos mission kit and extensions
    - ✓ Apple IPADS for "Coding"
    - ✓ New robot set
- Coach Personnel costs (must add personnel funding strips).

  XXXX-1000-9110-518400-3060-000-XXXX
  XXXX-1000-9110-521500-3060-000-XXXX (Benefits of 34.65% should be allocated)
- Tournament expenses
- A copy of the students' MSAS registration, trainings records, attendance records, payments receipts, must be kept on file for auditing purposes.

You may not use these funds for:

- Gifts for staff
- Gift certificates or monetary awards
- Food for adults with the following exception: Refreshments for afterschool staff in-service trainings held on the school site may be purchased. 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.

Budget Transfers

Budget transfers are conducted to resolve deficits or to allocate funds where they are needed for expense postings or budget validation purposes.

- Intra-department transfers: Funding strips associated with a department's own budget manager may be posted directly by an authorized employee within that department.

- Inter-department transfers: If the funding strip is managed by a different department's budget manager, it must be submitted to the designated budget manager of that department for posting.

Procedure for Budget Transfers Between MSAS Programs

When requesting a budget transfer between MSAS programs — specifically between Program 3060 (Revenue) and Program 3043 (Operating) — the MSAS Director must send a request to the school Treasurer that includes the following information:

- Funding Strip Information - Provide all required funding strip fields for both the source and destination accounts.
- Transfer Amount - Indicate the transfer amount as a negative value to reflect a deduction from the source account.
- Benefits Calculation- Include a separate line for benefits (Account 521500) calculated at the FY26 benefits rate.

Example: Inter-department transfer request:

Please transfer $5,000.00 from the MSAS revenue budget (Program 3060) to the operating budget (Program 3043) to cover a negative balance in personnel. This transfer must include benefits calculated at the FY26 rate.

- XXXX-1000-9110-551100-3060-XXXX-000
- XXXX-1000-9110-518400-3043-XXXX-000
- XXXX-1000-9110-521500-3043-XXXX-000

Email transaction to the school Budget Manager for review and process and copy Ileana Alberti.

Program 3043 Operating Budget

Extended Learning Department Oversight and MSAS Budget Allocation

The Extended Learning Department provides fiscal oversight for all Middle School Afterschool (MSAS) Program budgets. This includes ensuring alignment with established protocols and making strategic decisions to support District-wide operational needs. This centralized oversight helps promote equitable access to opportunities and services across all District afterschool programs.

Each MSAS Program receives a Non-Fee-Based Operational Budget at the start of the school year. Budget allocations are determined based on two key factors:

- The percentage of Free and Reduced (F&R) Lunch Status students enrolled at the school
- The program's average student attendance

These funds are intended to support essential operational costs, including: Personnel, Supplies and Transportation.

Definitions of Funding Structure:

- Fund 1000: Denotes the funding source: General fund.
- Function 9110: Identifies the objective or purpose of the expenditure: Community Services
- Account: Identifies the type of goods and/or services purchased (i.e. supplies, equipment, software, etc.)
- Program 3043: Earmarks funds for specific use: *Non-fee based* Budget

Example:

Dept	Fund	Function	Account	Description	Program	Bud Mgr.	Budget Period	Available Budget*
XXXX	1000	9110	518400	Part-time	3043	BD01	2026	$25,000.00
XXXX	1000	9110	519990	Overtime	3043	BD01	2026	$ 2,000.00
XXXX	1000	9110	521500	Benefits	3043	BD01	2026	$ 9,355.50
XXXX	1000	9110	551100	Supplies	3043	XXXX	2026	$ 1,000.00
XXXX	7802	9110	579200	Transportation	3043	9012	2026	$ 500.00
							Total FY26 budget	$37,855.50

Accounts

1. Personnel:

Account #	Account name	Account description and examples
518400	Part-time	Positions for: Director, Co-Director, sports, homework assistance, arts & crafts, cooking, robotics
519990	Overtime	Clerical staff, Paraprofessionals, STSTs
575100	Out-System	Temporary employees, 6 months plus, FRS eligible Retirement, Social Security, Medicare, work comp/unemployment. Example. Teachers tutoring
575200	Out-System	Other Personnel Services, less than 6 months, Non-FRS eligible. Medicare, work comp/unemployment. Example: High School Student

2. Benefits:

Account #	Description
521500	Benefits (34.65%)
521000	Retirement - FRS
522000	Social Security
523000	Group Insurance
524000	Worker's Compensation
525000	Unemployment Compensation
529000	Other Employee Benefits

3. Supplies:

Account #	Account Name	Description and examples
551100	Supplies	Snacks, games, materials for the program (Notify Chevette Gadson if spending more than $500.)

4. Transportation:

Account #	Account Name	Description and examples
579200	Transportation	Extra busses

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 P-Card 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., Robots, robot game tables, Legos kits, sport equipment, gaming consoles, gaming headphones, gaming controllers, Xbox, Nintendo games, pool table, air hockey tables, arcades, outdoor games, gaming screens, gaming furniture, supplies, etc.), items must be kept in locked rooms/cabinets and 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.
- An updated copy of the MSAS inventory form must be kept in the FY26 folder, in the Google drive, and shared with Ileana Alberti.
- 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 receiving 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
   - 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
   - *Sign Out Report*
   - *Field Trip Permission/Release* forms (PBSD 0755)
   - Afterschool Student Behavior or Incident Report (PBSD 2610)
   - Student Accident Report (PBSD 2489)
   - Afterschool Program Limited Authorization for Student Pickup (PBSD 2157)
   - Under Age Pick-Up Permission Slip (PBSD 2502)
   - *Child Care Signature Logs* with parent/guardian signatures for proxy signatures or missing signatures

3. Six-year retention (all financial records)
   - Records for cash collections and disbursements
   - Records for accounts receivables and payables
   - *Afterschool Program Receipts* (PBSD 1438)
   - P-Card receipts
   - Deposit Documentation (Monies Collected Report (PBSD 0180), Eleyo Finance Detail Report, Official Receipt)
   - Fee Schedule
   - Afterschool Program School-Based Partial Fee Waiver Applications (PBSD 2159) and corresponding documentation (if applicable
   - *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
   - *Employee Verification for Afterschool Programs* (PBSD 2476)
   - *Sign-In/Out Requirements and Payment Responsibility of Subsidized Afterschool Program Fees* (PBSD 2512)
   - *Late Payment Fee Waiver* (PBSD 2577)
   - Late Pickup Fee Ledger (PBSD 2505)

4. Indefinitely or until balance is paid. (Delinquent accounts)
   - Keep all delinquent account documentation indefinitely or until balance is paid
   - Logs of phone calls.
   - Copy of emails/letters informing the parent of their account balance
   - Retain copies of sign out sheets for months in attendance.
   - Print copy of family invoice (Child Care Activity Report) from ELEYO
   - Request that Data Processor enter delinquent account information onto the SIS obligations screen.

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 of the documents.

Afterschool Software

1. Beginning September 2025, ELEYO software must be utilized for computerized record keeping in the afterschool program.
2. Training in ELEYO is required for the afterschool site director and the assistant site director acting as the backup. Training must be completed prior to a staff member receiving a log-in to software.

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 Account 551100 (Supplies) by P-card 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), fund 1000, function 9110, program 3043. 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.

3. PERSONNEL

1. All individuals working in the afterschool program must be at least twenty-one years of age and meet all requirements for employment by the School District of Palm Beach County.
    - 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.
2. Overtime for afterschool staff should be discussed with the director of the Extended Learning department to determine its impact on 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 nonexempt employees.
3. 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.
4. In-system afterschool staff (PRTs) absent during the school day may still work in afterschool provided they are not sick.
5. 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."
6. A backup must be designated in case of afterschool site director absence.
7. Volunteers must meet the health and age requirements of afterschool staff (a minimum of twenty-one 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 middle 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 when working with students.

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.

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 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.

Hiring

Afterschool Site Directors

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.**

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.

MSAS 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.

MSAS Staff (Director, Co-Director, Non-Academic, Recreational…., Homework assistance) are hired by the school site.

Overtime

The overtime premium has to do with any employees that already work a 40-hour work week in an FLSA overtime eligible position, who then work in an additional job that is classified as eligible for overtime, and the hours they work are over 40 hours in the second job in the same week, then their additional hours of work in that week will be paid at time and 1/2 in accordance with federal wage and hour laws.

All of the District's clerical staff already work in overtime eligible positions and most jobs that are paid at the $15 hourly rate are eligible for overtime.

MSAS POSITIONS/TITLES, JOB CODE & RATES OF PAY

POSITION/TITLE	JOB CODE	RATE OF PAY
ADMINISTRATION		
Director/Co-Director	71270	$37.00
CERTIFIED TEACHERS NON-ACADEMIC INSTRUCTION		
Temp Teacher Additional School	54620	$25.00
NON-ACADEMIC POSITIONS		
Student Monitor, Homework Assistance, Recreation, Drama, Conflict Resolution, Dance, Cooking, Support instructor.	62090	$15.00
Recreation Leader – College Student	36050	$15.00
SUPPORT STAFF		
School Police Officer	33340	Salary +Overtime
Clerical Staff Support (Keeps regular job rate if 2nd job's work is similar)	36060	$15.00 or Salary + Overtime
Cafeteria Staff/Food Service Asst. 1	31820	$15.64 or Salary + Overtime

JOB RESPONSIBILITIES

ADMINISTRATION

JOB CODE: 71270 - DIRECTOR/CO-DIRECTOR - $37.00/HOUR

The Director/Co-Directors of the Middle School Afterschool Program should be able to work effectively with students, parents, school personnel, consultants, and community agencies; have good organizational and communication skills; have knowledge of recreational programs, and have the ability to develop flexible programs that meet the needs of adolescents. Aside from a reasonable amount of time for the initial planning of the program, co-directors are encouraged not to work the same hours.

Responsibilities include:

- plan the Middle School Afterschool Program
- schedule Middle School Afterschool participants
- recruit Middle School Afterschool participants
- promote the Middle School Afterschool Program to parents and students
- communicate effectively with staff, students, and parents
- hire Middle School Afterschool staff
- ensure the safety and security of students
- ensure that the proper protocols are followed as outlined by the school district regarding communicable diseases
- develop Crisis Response Plan for MSAS
- conduct necessary drills throughout the year
- complete accident reports in the event of a student's injury
- maintain accurate records on attendance, behavior incidents, accidents, etc.
- supervise the collection and transmittal of fees (if applicable)
- meet the deadlines in submitting reports
- attend MSAS meetings
- establish community partnerships as appropriate
- maintain current CPR and Standard First Aid certification
- work with school principal to ensure compliance with all health and safety protocols
- ELEYO Training, Duties and Tasks:
- perform other related duties as assigned

CERTIFIED TEACHERS NON-ACADEMIC INSTRUCTION/CERTIFIED

JOB CODE: 54620 -TEMP TEACHER ADDITIONAL SCHOOL- RATE: $25.00

Used for non-standardized temporary jobs at schools.

Responsibilities include:

- maintain accurate daily attendance records
- assist students with homework
- teach enrichment activities
- provide supervision of students at all times
- ensure safety and security of students
- communicate important information to Director/appropriate staff regarding discipline problems, accidents, supply needs, program changes, etc., in a timely manner
- model respect, good listening skills, and an effective communication style
- treat participants with warmth, patience, understanding, and fairness
- responsible for the care of any materials/supplies
- ensure the cleanliness of activity area as outlined by the District

NON-CERTIFIED POSITIONS /TEMPORARY

Homework assistance, support instructor, drama, cooking, dance, conflict resolution, learn and serve instructor.

JOB CODE: 62090 - $15.00/HOUR

These positions require personnel such as instructional aides who are not certified teachers but are doing homework assistance or academic enrichment activities with the students. This position requires active involvement with the students.

Responsibilities include:

- maintain accurate daily attendance records
- assist students with homework/implementing enrichment activities that have been developed by teachers/Director
- provide supervision of students at all times
- ensure safety and security of students
- communicate important information to Director/appropriate staff regarding discipline problems, accidents, supply needs, program changes, etc., in a timely manner
- responsible for the care of any materials/supplies
- model respect, good listening skills, and an effective communication style
- treat participants with warmth, patience, understanding, and fairness
- perform other related duties as assigned
- ensure the cleanliness of activity area as outlined by the district

NON-ACADEMIC POSITIONS

Recreation Leader, Student monitor - College Student

JOB CODE: 36050 - $15.00/HOUR

Responsibilities include:

- maintain accurate daily attendance records
- supervise recreational activities that are developmentally appropriate and fun for the students
- provide supervision of students at all times
- ensure safety and security of students
- communicate important information to Director/appropriate staff regarding discipline problems, accidents, supply needs, program changes, etc., in a timely manner
- responsible for the care of materials/supplies
- model respect, good listening skills, and an effective communication style
- treat participants with warmth, patience, understanding, and fairness
- perform other related duties as assigned

SUPPORT STAFF

JOB CODE: 36060 – $15/HOUR *OR* SALARY + OVERTIME

- If the temporary assignment is for an existing employee, and the work to be performed in the assignment is identical or substantially related/nearly identical to the employee's primary job, then the employee's base primary job rate may apply.
- Provides admin support to the MSAS program on a temporary basis, treasurer, clerical, secretarial (2 hours/week).
- 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.
- 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.
- If a program utilizes the temporary administrative support clerk position, it should be on an as-needed, temporary basis to support the afterschool program (2 hours/week), not as a permanent or guaranteed position.

CAFETERIA STAFF/FOOD SERVICE ASST.1

JOB CODE: 31820 – $15.64/HOUR *OR* SALARY + OVERTIME

SCHOOL POLICE OFFICER

JOB CODE: 33340 - SALARY + OVERTIME

- Works closely with the MSAS Director and staff of the afterschool program to foster a better understanding of the law enforcement function and maintain a secure learning environment.
- Investigates crimes against persons, property and other offenses which are committed on School Board property.
- Identifies and prevents (through counseling and referral) delinquent behavior, including substance abuse.
- Promotes positive relations between students and law enforcement.

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.

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 561434-8176.
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:

1. Crisis Response Plan
2. Afterschool Parent/Guardian Handbook
3. *Operational Manual*
4. Job responsibilities

Requirements and expectations:

Afterschool Site Directors

- Director Meetings (throughout school year)
- CPR Training
- Fiscal trainings
- Mandatory ELEYO Trainings
- Financial Training for Internal Accounts
- Additional trainings as specified by District Additional Trainings Accepted for Annual Requirements
- Prime Time PBC afterschool trainings
- Extended Learning department trainings
- Extended Learning department sponsored trainings
- Afterschool conferences (certificate required)
- SDPBC Compliance Trainings

Training Expenses

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.

1. 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.
2. The afterschool program pays the cost of First Aid/CPR/AED certification.
3. Trainings provided by non-partnering agencies are not paid through the afterschool program.
4. Staff are not paid for continuing education courses, including credit and non-credit courses at Palm Beach State College.
5. The afterschool site director and designated staff may apply for PrimeTime PBC scholarships to fund conferences with principal approval.
6. Afterschool program staff may apply for PrimeTime PBC scholarships to fund college courses and childcare coursework.

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

Annual Notification of 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.

For Questions Contact:

Keith Oswald
Phone: 561-434-8822
Email: keith.oswald@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, FL 33406
Phone: 561-434-8817
kimberly.doyle@palmbeachschools.org

Americans with Disabilities Act (ADA)/Accommodation

Compensation & Employee Info Services

3300 Forest Hill Boulevard, Suite A-152, West Palm Beach, FL 33406-5813
Kristine Poznick, HR Specialist/ADA
pbsd-ada@palmbeachschools.org
ADA Hotline: 561-434-8360
Phone: 561-434-8612; Fax: 561-357-1176

Americans with Disabilities Act (ADA)/Facilities

Heath Thomas, Administrator I
Building Code Services
3661 Interstate Park Road North, Suite 200, Riviera Beach, FL 33404
Phone: 561-882-1922
heath.thomas@palmbeachschools.org

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

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