



## Department of Extended Learning

### Parent/Guardian Handbook

#### **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 afterschool hours. It is important that students have access to the best possible opportunities to develop into healthy, well-adjusted and responsible adults.

#### **REGISTRATION**

All parents must submit a 2026-2027 afterschool program registration contract request in Eleyo. Once you create the contract request, you will receive an email that your contract request is waiting for staff approval and will be reviewed in the order that they were received. In addition to an approved contract in Eleyo, a 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. Students CANNOT register in any afterschool program if they have outstanding afterschool fee balances within the District.

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 HOURS**

Afterschool is a quality enrichment program, located in a safe setting, offering scheduled academic and special activities and cannot accommodate occasional drop-in service. Students must be enrolled and tuition must be paid in accordance to the fee payment schedule for any of the below programs:

Morning Care program, Monday – Friday (6:30am to 7:30am), if applicable to school site Full-time

program, Monday – Friday (2:00pm to 6:00pm)

Part-time program, Monday – Friday (2:00pm to 4:00pm)

\*Refer to school calendar for student attendance days

#### **PAYMENT POLICIES**

Fees are calculated based on contracted attendance and are prorated throughout the year. Tuition must be paid in full for the entire month; it cannot be paid for by the hour. To support families in budget planning, payments may be made in one payment for the complete month OR in two installments per month. Payments must be made before services rendered. If your student(s) enroll after the first installment due date, the total monthly tuition OR the first installment must be paid upon registration. All afterschool fees must be paid online in Eleyo or in person in the afterschool office to the afterschool director or designee.

Afterschool fees may not be paid at the school front office or given to teachers. For any payments made in cash or money order, a receipt must be issued immediately.

#### **LATE PAYMENT FEES**

Failure to make payment on or before the due dates outlined on the Afterschool Program Fee Payment Schedule will result in a \$10.00 late payment charge per month. 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 the *Late Payment Fee Waiver* form (PBSD 2577) provided by the afterschool program.

#### **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



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\$1.00 is charged. **Multiple late pick-ups will lead to a student being removed from the program.** Listed below is a sample of the late pick-up fee charges of \$1.00 per minute:

Part-time 2:00 - 4:00 pm, student being picked up at 4:10 will incur a \$10.00 late charge Full-time 2:00 - 6:00 pm, student being picked up at 6:15 will incur a \$15.00 late charge

Consistent late pickup of students in the part-time afterschool program will result in the student being placed in the full-time program. Consistent late pickups of students in the full-time program will lead to termination of afterschool services.

#### **REFUND/CREDIT POLICIES**

To withdraw a student from the afterschool program, parent/guardian must notify the director in writing or by submitting a schedule/withdrawal request in Eleyo two weeks prior to withdrawal in order to receive a refund payment. Other requests for refunds will not be granted.

#### **DISMISSAL/SIGN-OUT PROCEDURES**

All students must report to afterschool directly after school dismissal. Attendance is taken and submitted to the afterschool office within the first fifteen minutes of programming. Students absent during the school day may still attend the afterschool program, provided they are healthy and a parent/guardian has signed them into the program.

Only authorized persons as designated in Eleyo can pick up the child. For safety reasons, calls from parents/guardians are not adequate for dismissal. Authorized persons must be eighteen years of age or older and have a valid photo ID card to show daily to afterschool personnel upon release of student. The *Under Age Pick Up Permission Slip* (PBSD 2502) must be completed if a parent/guardian requests a minor under the age of eighteen pick up their child. These minors must show valid photo identification to pick up a student. Parent/Guardian/Authorized Person must come to the school and utilize the Eleyo attendance app to sign his/her complete legal name. Date and time of pick up are recorded in Eleyo.

**Unless there is a specific State of Florida (any other state is not valid) custody order on file with afterschool, a student may be released to the non-custodial parent/guardian if listed on the student's registration form. Parents/guardians are responsible for keeping information regarding authorized persons and custody orders current.** Custody issues must be resolved outside of the school center.

Inappropriate behavior from persons picking up a student, including threatening, hostile language will result in parents/guardians having to make other arrangements for student pick-up, or termination of afterschool services for their child.

#### **BEHAVIOR POLICIES**

Students take part in formulating group rules. Students are encouraged to make responsible choices and are rewarded for appropriate behavior. Inappropriate decisions by students result in logical consequences. The goal is to shape responsible students who have the power to choose the best behavior. Serious offenses may result in an *Afterschool Student Behavior or Incident Report* (PBSD 2610). Three *Afterschool Student Behavior or Incident Report* (PBSD 2610) during the school year may result in suspension or dismissal of a student from the program. If involved in any physical confrontation, and/or deemed dangerous to him/herself or others, immediate suspension or termination of the student from the program will be imposed. All child discipline practices are age-appropriate and consistent with School Board Policies 2.035 and 5.1812.

#### **SNACK**

Extended Learning's healthy snack program consists of a drink (milk, water or 100% juice) and at least two (2) healthy food choices. Please see the parent/guardian information board for a full snack menu to



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address any food allergies with the director.

#### **HEALTH PROCEDURES**

Students unable to stay with their groups due to injury or illness are held at the afterschool office or sign-out location. This program follows school day guidelines in dealing with emergencies. If necessary, minor first aid is administered by qualified staff and parents/guardians are notified at sign-out. For serious illness or injury, the afterschool office contacts parents/guardians immediately and immediate pick-up is necessary. In order to avoid injury, students are expected to follow the school day dress code and to wear closed-toe shoes at all times for safety.

Afterschool personnel cannot administer any type of medication unless a medical authorization form signed by a parent/guardian and the physician is on file in the afterschool office. **Students are not allowed to possess any medication at any time**, with the exception of prescribed asthma inhalers, Epi-Pen with physician authorization or headache medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription. The medication must be regulated by the United States Food and Drug Administration (FDA) for over-the-counter use to treat headaches and *Parent/Guardian Consent for Student Use of Over-the-Counter Headache Medication* (PBSD 2683) must be on file with the afterschool program.

Any child, childcare personnel or other person in the afterschool program suspected of having influenza or any communicable disease shall 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.

**Contact telephone numbers for all authorized pickup persons must be current and on file. Students must follow guidelines contained in School Board Policy 5.3213 and any additional guidance from the Florida Department of Health and the Superintendent.**

#### **OPEN DOOR POLICY**

In striving to best serve families, please remember that the door to the afterschool program is always open. Authorized parents/guardians will be allowed access to the program in accordance with appropriate safety procedures, to include checking in to the front office and being escorted by staff to a designated location. Families are considered partners in this afterschool program. Parents wishing to share their talents with afterschool students should contact the afterschool site director. Should a parent's schedule allow them to participate during afterschool hours or special events, they should check with the director to join the fun! For information on volunteering, please refer to the [Palm Beach County School District Volunteer Resources](#) site.

#### **RESOURCES**

Please visit <https://palmbeachcountyschools.reg.eleyo.com/sitecontact> for site contact information. Additional information specific to the afterschool program will also be provided by the afterschool site director to include:

- Fee schedule
- Program schedule
- Snack schedule
- Telephone number for afterschool office and cell phone if applicable
- Off campus evacuation plan in case of emergency

Additionally, parent/guardian resources are available on the Parent/Guardian Information board located in the afterschool office.



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SAMPLE SCHEDULE/DESCRIPTION OF ACTIVITIES\*

*(Schedule is for informational purposes and may not reflect actual activities of this program)*

Group 1	Time	Monday	Tuesday	Wednesday	Thursday	FUN Friday
	2:00 - 2:30	Check-In/Snack <b>Classroom</b>	Check-In/Snack <b>Classroom</b>	Check-In/Snack <b>Classroom</b>	Check-In/Snack <b>Classroom</b>	Check-In/Snack <b>Classroom</b>
<b>PART TIME</b>	2:30 - 3:00	Organized Outdoor/Physical Activity <b>Pavilion</b>	Organized Outdoor/Physical Activity <b>Grassy Area</b>	Organized Outdoor/Physical Activity <b>Kickball Field</b>	Organized Outdoor/Physical Activity <b>Basketball Court</b>	Organized Outdoor/Physical Activity <b>Outdoor Area</b>
	3:00 - 3:30	Guided Homework/Reading/Technology <b>Classroom</b>	Guided Homework/Reading/Technology <b>Classroom</b>	Guided Homework/Reading/Technology <b>Classroom</b>	Guided Homework/Reading/Technology <b>Classroom</b>	Expanded Learning Opportunity <b>Classroom</b>
	3:30 - 4:00	Table games <b>Classroom</b>	Academic Initiatives <b>Assigned classrooms</b>			Clubs <b>Designated Locations</b>
Group 2	Time	Monday	Tuesday	Wednesday	Thursday	FUN Friday
<b>FULL TIME</b>	2:00 - 2:30	Organized Outdoor/Physical Activity <b>Pavilion</b>	Organized Outdoor/Physical Activity <b>Grassy Area</b>	Organized Outdoor/Physical Activity <b>Kickball Field</b>	Organized Outdoor/Physical Activity <b>Basketball Court</b>	Organized Outdoor/Physical Activity
	2:30 - 3:00	Snack	Snack	Snack	Snack	Snack
	3:00 - 3:30	Homework / Reading/Technology <b>Classroom</b>	Homework/Reading/Technology <b>Classroom</b>	Homework/Reading/Technology <b>Classroom</b>	Homework / Reading/Technology <b>Classroom</b>	Expanded Learning Opportunity
	3:30 - 4:00	Table games <b>Classroom</b>	Music and movement <b>Classroom</b>	Cooperative Games <b>Classroom</b>	Creative Arts <b>Classroom</b>	<b>Classroom</b>
	4:00 - 5:00	Brain Quest <b>Classroom</b>	Academic Initiatives <b>Assigned classrooms</b>			Table games <b>Classroom</b>
	5:00 - 6:00	Clubs/Choice Centers <b>Classroom</b>	Clubs/Choice Centers <b>Classroom</b>	Clubs/Choice Centers <b>Classroom</b>	Clubs/Choice Centers <b>Classroom</b>	Clubs/Choice Centers <b>Classroom</b>
Organized Outdoor Activities/*Homework with assistance						

\*Students are offered an additional optional homework completion time after 5:00PM in designated classrooms\*