DEPARTMENT OF EXTENDED LEARNING

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The School District
of Palm Beach County

THE MIDDLE SCHOOL AFTERSCHOOL PROGRAM

FY27 PARENT/GUARDIAN HANDBOOK

Department of Extended Learning
Middle School Afterschool Program (MSAS)
FY27 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.

AFTERSCHOOL HOURS

The Middle School Afterschool Program 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 following programs:

- Morning Program (Monday through Friday, 7:00 - 9:00 AM) (time varies)
- Afterschool Program (Monday through Thursday, 4:00 - 6:00 PM) (time varies)
- K-8 Programs (2:00 - 6:00 PM) (time varies)

REGISTRATION

All parents/guardians must submit a **2026–2027 ELEYO contract** request for their child to attend the Middle School Afterschool Program. Once the request is submitted:

- The contract enters a **pending staff approval** status.
- Families receive an email notification confirming the request was submitted.
- Requests are reviewed **in the order they are received**.

A student may not participate in the Middle School Afterschool Program or stay under the supervision of MSAS Staff until they are fully enrolled.

- Students may only attend the afterschool program at their current enrolled day school or at their home school.
- Parents/guardians **may not transport students to another school for afterschool services** unless the program is located at the student's home school.
- Only students officially enrolled in the Middle School Afterschool Program may participate in afterschool activities, unless the activity is a general interest program implemented by the school or by a vendor leasing the building. (See General Interest Programs for more information.)
- **Students cannot be enrolled in the afterschool program if they have any outstanding financial obligations with the District.**

REGISTRATION FEE

In addition to an approved contract, a one-time, non-refundable registration fee of $35.00 per student is required. This fee is valid for the entire school year and secures the student's place in the program.
All afterschool fees must be paid online in ELEYO only.

GUIDELINES:

- The $35.00 registration fee for morning and afterschool programs is non-refundable after the first day of school; however, it may be transferred to another District afterschool program.
- The registration fee may not be accepted for students with pending contracts in ELEYO.

- A family that has already paid a registration fee is not required to pay an additional fee if the student transfers to another school during the school year.
- Applicants are registered on a first-come, first-served basis, based on space availability and staffing.
- Students **CANNOT** register in any afterschool program if they have outstanding afterschool fee balances within the District.

PAYMENT REQUIREMENTS

- Fees are calculated based on $3.70 per hour.
- Tuition must be paid in full for the entire month; **FEES CANNOT BE PAID BY THE HOUR OR BY THE DAYS ATTENDED.**
- **Monthly tuition is due on the first of each month.**
- Payments must be made prior to services rendered.
- All afterschool fees must be paid online in ELEYO.
- No adjustments will be made for student absences.
- **No refunds will be issued unless extenuating circumstances are reviewed and approved.**
- Afterschool fees may not be paid at the school front office or given to teachers.
- Any payments made in cash or money order, requires that a receipt must be issued immediately.

WITHDRAWAL AND REFUNDS

Parents/guardians must notify the middle school afterschool director **in writing at least two weeks prior to withdrawal** in order to receive a refund.
Refund requests submitted without the required two-week written notice will not be granted.

NON-PAYMENT POLICY

If a student is currently enrolled in the afterschool program and the parent/guardian fails to make the required payment for the upcoming month, **the student will be terminated from the program until payment is received.**
There will be no proration of fees due to termination for nonpayment.

FEE EXEMPTION POLICY

Parents/guardians must notify the middle school afterschool director if child is eligible for a **full fee exemption at the time the contract request is submitted in ELEYO.** By submitting acceptable documentation before the contract is approved in ELEYO, ensures the participant's free or reduced-price status is updated to $0.00

ACCEPTABLE DOCUMENTATION

Documentation may include, but is not limited to:

- Verification of eligibility for Free or Reduced-Price Meals from School Food Service.
- Proof of eligibility for Medicaid
- Proof of participation in SNAP (Supplemental Nutrition Assistance Program)
- Proof of participation in TANF (Temporary Assistance for Needy Families)

EFFECTIVE DATE OF ADJUSTMENT

- All documentation must be submitted before the contract is approved in ELEYO to ensure the participant's free or reduced-price status is updated to $0.00.
- The adjustment will be applied effective the month in which the documentation is provided and reviewed by the MSAS Director.

LATE PAYMENT POLICY

Failure to make payment on or before the due dates outlined in the MSAS Payment Schedule will result in a ***$15.00 late payment charge per month***. All late payment fees will be invoiced and must be paid in ELEYO.

- If payment is not made, afterschool services will be suspended or terminated.
- In order for the child(ren) to return to the program, the family's account must be current, including payment of all past-due tuition charges and all late payment fees.
- There will be no proration of fees for days missed due to termination for non-payment.

LATE PICK-UP FEE POLICY

A late pick-up fee of $1.00 per minute will be charged for every minute a parent/guardian is late picking up their child. All late pick-up fees will be invoiced and must be paid in ELEYO. Repeated late pick-ups may result in the student being removed from the program.

Guidelines:

- The first late pick-up per family per fiscal year is waived for up to fifteen minutes. Families are responsible for all fees incurred beyond the first fifteen minutes of the first late pick-up.
- Parents/guardians are encouraged to pick up their children on time. Continued late pick-ups may result in termination of afterschool services.

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.
- 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. 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.

BEHAVIOR POLICIES

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 Behavior Report. Three Afterschool Behavior Reports 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.

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.

Any child, or staff 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 the afterschool program. Parents wishing to share their talents with afterschool students should contact the afterschool site director.

RESOURCES

Additional information specific to the afterschool program will also be provided by the afterschool site director to include:

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