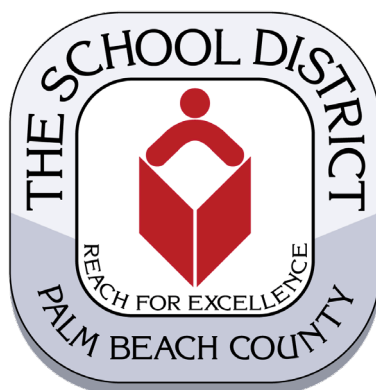


The School District of Palm Beach County

Teaching and Learning

Department of Extended Learning



DISTRICT AFTERSCHOOL PROGRAMS CAMP OPERATIONAL MANUAL

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Table of Contents

1.	CAMP PROGRAMMING DESCRIPTION AND OPERATION	1
	Introduction	1-1
	Hours.....	1-1
	Starting a Camp Program.....	1-1
	Compliance Monitoring	1-2
	Movies/Video Usage.....	1-2
	Academic Enrichment	1-2
	Purchasing and Contracting Consultants.....	1-3
	Snacks/Meals	1-3
	Emergency Phone Contacts	1-3
	Safety Procedures	1-3
	Lightning Detectors.....	1-4
	Public Parks, Playgrounds and Field Safety.....	1-5
	Emergency Drills	1-5
	Crisis Response/Emergency Procedures.....	1-5
	Campers with Specific Needs/Disabilities.....	1-5
	First Aid/CPR	1-5
	Health Procedures for Dispensing Medication	1-6
	Student Behavior/Incident Reports and Accident Reports.....	1-6
	Arrival and Dismissal.....	1-6
	Field Trip Procedures	1-7
	District School Bus Usage.....	1-8
	Licensing Procedures for School-Based Buses	1-9
	Transportation Area Team Leaders	1-9
	Field Trip Coordinators	1-10
	Charter Bus Usage	1-10
2.	ENROLLMENT, REGISTRATION AND PARENT/GUARDIAN HANDBOOK.....	2
	Enrollment	2-1
	Registration Procedures	2-1
	Summer Camp Parent/Guardian Handbook.....	2-1
3.	FISCAL PLANNING AND MANAGEMENT	3
	Budget Planning.....	3-1
	Fee Structure/Rates/Late Fees	3-1
	Receipting and Transmitting Camp Funds	3-1
	Accounting for Camp Fees	3-4

	Deposits	3-4
4.	PERSONNEL AND HIRING	4
	Personnel	1
	Personnel Scheduled Hours	1
	Pay Rates.....	1
	Hiring	2
	Automated Time Collection Device (TCD)	2
	Staff Development	3
5.	ADDENDUM TO CAMP OPERATIONAL MANUAL FOR K-8 SITES.....	5-1
	Personnel	5-1
	Staff Development	5-1
	Safety Procedures	5-1

1. CAMP PROGRAMMING DESCRIPTION AND OPERATION

Introduction

This Afterschool Programs Camp Operational Manual is intended to cover policies that are specific to non-school, winter, spring and summer camp days throughout the year. It is an appendix to the District Afterschool Programs Operational Manual, for more information refer to the District Afterschool Programs Operational Manual. For information on 21st Century Community Learning Centers (21st CCLC) summer enrichment, contact [Rochelle Galbraith](#) or visit the 21st CCLC Program website.

Hours

Camp operating hours vary from center to center. For information on exact program hours for summer camp, contact a summer camp program using the Summer Camp Directory on the [Summer Camp Website](#).

Starting a Camp Program

A prerequisite for the establishment of a camp program is the determination of need. Procedures are as follows:

Camp Days (PDD Days, Thanksgiving Break, Winter Break, Spring Break)

1. Conduct a survey to determine how many families are interested in a camp program (non-school days). The survey is necessary to determine if program enrollment can support the operating expenses. A disclaimer on the survey should read, ("This form is to verify need and in no way guarantees a camp program nor is this a registration form for your child(ren)").
2. Determine the cost of camp using the *Camp Days Business Plan*.
3. The principal must authorize the business plan. The completed business plan must be submitted via email by the afterschool site director to Michelle Amorim. The principal must be included in the email for the business plan to be considered.
4. Upon approval of the business plan from the Extended Learning department, develop a schedule of daily activities. Establish accounts and agreements with venues and consultants.
5. Make arrangements for transportation (refer to "[District School Bus Usage](#)" for more information).
6. Distribute camp information to parents upon approval of business plan. Use online Eleyo Registration process to register each camper.
7. The camp director must confer with the principal to secure adequate space.
8. Recruit, interview and recommend personnel to implement the program (refer to "[Personnel](#)" for more information).
9. Purchase supplies and materials upon approval of business plan.
10. Finalize field trips and daily activity schedules.

Summer Camp

1. The summer camp director/designee must complete the *Summer Camp Directory Questionnaire* ([PBSD 2235](#)).
2. Conduct a survey in January to determine how many families are interested in a summer camp program. The survey is necessary to determine if program enrollment can support the expenses incurred to operate a summer camp. Schools can combine campers and offer summer camp at a centrally located school. A disclaimer on the survey must be included and state, "This form is to verify need and in no way guarantees a summer camp program nor is this a registration form for your child/children."
3. Attend summer camp budget training, and once completed a *Summer Camp Business Plan* will be provided.
4. Determine the cost of summer camp using the *Summer Camp Business Plan*.
5. The principal must authorize the *Summer Camp Business Plan*. The completed business plan must be submitted via Google Drive by the camp director to Michelle Amorim. The plan must be shared with the Principal at the same time it is shared with Extended Learning for the plan to be considered.
6. Upon approval of the business plan from the Extended Learning department, develop a schedule of daily activities.
7. Make arrangements for transportation (refer to "[District School Bus Usage](#)" for more information).

11. Distribute summer camp information to parents and begin registration. Use the online Eleyo Registration process to register each camper. Additional paper PBSD Forms must be completed by parent/guardian prior to start of camp.
8. Market the summer camp program by use of the school marquee, newsletter, website, flyers, local newspapers, wearing camp T-shirts on school spirit days, etc.
9. The camp director must confer with principal to secure adequate space. If camp will be located on a separate site, the camp director must work with that site's principal to request and secure adequate space.
10. Recruit, interview and recommend personnel to implement the program (refer to "[Personnel](#)" for more information).
11. Purchase supplies and materials.
12. Finalize field trips and daily activity schedules.
13. An estimated fee of \$7.50 per camper for Student Liability Insurance will be assessed. Schools will be directly billed by the insurance agency. Payment is due upon receipt. This fee is included as part of the registration fee charged.
14. A \$10 fee per camper for the use of school facilities on Fridays during the summer will be assessed. The total amount due is based on total enrollment and will be completed via budget transfer at the end of summer camp. This fee is included as part of the registration fee charged.

Compliance Monitoring

Monitoring of fiscal compliance occurs regularly throughout the summer. Camp directors are required to update their actual expenses on a bi-weekly basis according to dates assigned by the Department. Programs previously operating summer camp in deficit will have weekly monitoring of actual expenses and oversight by the Department of Extended Learning.

All camps must keep documentation on file for School Readiness Inspections and Audits. The Summer Camp Records Retention and Program Requirements Sign-Off must be signed and uploaded to Google Drive by the summer camp director by the date provided by Extended Learning annually. The Summer Camp Records Retention and Program Requirements Checklist (Google Drive) must be updated by the camp director with completion dates and notes prior to closing out summer camp.

Movies/Video Usage

In order to view G and PG movies, students must have the *Rated Materials Permission* ([PBSD 1994](#)) on file. A movie license must be purchased in order to show movies during summer camp. The movie license must be purchased during the school year and is effective for that year's summer camp. An invoice for the movie license fee is sent directly to the afterschool site director via U.S. mail. This invoice must be paid from 6-9525.00 (Afterschool Registration Fees) or Account 551100 (Supplies) by Pcard immediately upon receipt in order for the afterschool program to remain in compliance regarding use of copyrighted video materials. School site Media Specialist must review all materials prior to use with afterschool students.

Academic Enrichment

Academic enrichment must be reflected weekly on summer camp schedules. Any of the following options may be utilized:

- Journeys Summer Camp Curriculum: All Site Directors are added to the Google Classroom. Email [Kathleen Hamilton-Moore](#) if you need to be added.
- Weekly educational field trip opportunities with accompanying activities. For a list of educational field trip opportunities, refer to the Cultural Council of Palm Beach County's website.
- Weekly educational lesson plans developed by Academic Advisor or designated staff member. Ex: Story time with related activities, academic videos with related activities, computerized educational programs, etc.

Purchasing and Contracting Consultants

Refer to the Purchasing department and [Board Policy 6.14](#) for all guidelines regarding purchasing.

Snacks/Meals

Refer to the Afterschool Programs Operational Manual section 1-4 for policies regarding snacks/meals. All sanitary precautions must be taken when preparing or serving food. Counselors must be made aware of all campers and staff with allergies. The Summer Meal program should be considered as a means of addressing food costs. Contact [Ana Faubla](#) or [Magdalena Prieto](#) for more information regarding the Summer Meal program.

Campers must be provided with two snacks each day (not including lunch). Breakfast may be served in lieu of a morning snack. Students must be provided with enough drinks to remain thoroughly hydrated throughout the day. Water must be available at all times. Meal and snack schedules must be posted in a designated parent area or must be provided to parents.

Emergency Phone Contacts

Emergency Contacts

Establish an administrative contact person from the school center for the camp director to notify in case of an emergency.

The Extended Learning department will maintain staff on duty on Fridays throughout the summer. Extended Learning staff do not work on the designated 4th of July holiday or the designated June 19th holiday.

Safety Procedures

On Campus

Counselors must know how many campers are present at all times. Head counts must always match attendance records completed by sign in each morning. A visual and verbal confirmation of campers must be made when moving from one destination to another. iPad with Eleyo Attendance App or Group Attendance Roster must be kept with all staff for students they are responsible for.

Ratios must be maintained with no exceptions. SR Counselors in Training (SR CITs) may be included to maintain ratios (except on field trips or water activities), but may not be left alone in direct supervision of campers.

All staff must follow the dress code outlined in the staff handbook.

Field Trips

Counselors are responsible for the safety and behavior of the campers during all field trips.

Counselors are responsible for the entire camp group, not just their assigned individual groups. Counselors must be fully attentive and involved with the campers at all times during all field trip activities. Campers are never to be left alone.

Counselors must know how many campers are present at all times. Head counts must always match attendance records completed by sign in each morning. Head counts for campers must be taken upon departure and arrival of field trips and when moving from one destination to another. Attendance rosters must be maintained daily by staff for campers they are responsible for.

Counselors must be identifiable by wearing unaltered camp shirts during all field trips. This includes wearing shirts over bathing suits during all water activities.

The staff must consistently enforce the camper buddy system. To manage long lines, it is recommended campers line up by twos into shorter lines. Counselors must be placed in the front, middle and end of the lines.

Counselors must watch for symptoms of heat exhaustion and heat stroke. Drinking water must be available to the campers during all outdoor activities. For outdoor activities, campers must apply their own sunscreen and reapply as needed.

Counselors must remind campers about personal safety (i.e., strangers, handling money and the buddy system). Counselors are not to be responsible for holding campers' money or personal belongings (e.g., iPods, game systems, etc.).

Counselors must check all public restrooms before campers are allowed to use them. Campers may never be sent alone or with just another camper to use the restroom. A counselor must be present at all times. If one member of a counselor's group has to use the restroom then the whole group must go with the counselor, unless another counselor is available to take temporary responsibility of the group while remaining in ratio.

The needs of campers always come first (e.g., during lunchtime, restroom time, changing from swimming activities, etc.).

Counselors must enforce the camp's behavior policies and report any problems or concerns to the camp director.

Bus Safety

The bus driver is responsible for reviewing bus rules and emergency procedures with the campers and counselors at the beginning of each session. Counselors are responsible for reviewing and enforcing these rules daily (e.g., seat assignments, staying in seats at all times, keeping hands and belongings inside the windows, being quiet at the railroad crossings, etc.). The Camp Director must ride on the bus to the field trip with students. If two or more buses are taken, the camp director must ride on one school bus and the designated Activity Leader(s) or above must ride on the additional bus. Counselors must be placed in the front, middle and back of the bus. A staff member must remain at the bus door until all campers have boarded/de-boarded safely. That staff member must complete a final walk-through inspection before de-boarding to ensure no campers or belongings have been left on the bus.

Bus drills must be performed with all campers and counselors at least once per camp session, with one taking place during the first week of camp. School-based bus drivers are responsible for completing *Bus Evacuation Drill Report* ([PBSD 0491](#)).

If a leased wheelchair accessible bus is necessary, the bus driver must seek training from the Transportation Department on how to secure the wheelchair on the bus and how to operate the lift.

The bus driver is responsible for daily inspections of the bus and checking all emergency equipment each day. The bus must be kept clean and insect free. Food and beverages are not to be consumed on buses. Water is allowed. Food and beverages brought on buses must be placed in coolers or sealed plastic containers. Campers should help with the cleanliness of the bus and with putting up the windows at the end of each day.

Equipment needed for field trips (e.g., coolers, paper products, etc.) must not be placed in front of emergency doors or in the aisle of the bus. These items must be placed in a seat away from campers.

It is the responsibility of the camp director and staff to check that no belongings are left on the bus at the end of each field trip. A staff member must be designated to be the last person to leave the bus after doing the final check for campers and belongings.

Social Media Safety

[Board Policy 2.503](#) must be followed in regards to all social media profiles. Personal social media accounts may not be used to post photos or videos of students or to disseminate information to parents. Social media includes, but is not limited to, Snapchat, Instagram, Facebook, Tik Tok, etc.

Lightning Detectors

The designated person in charge on field trips must prepare for inclement weather and plan appropriately, keeping all staff informed.

It is mandatory for all programs to have access to a working, district-approved lightning detector whenever the campers are outdoors. All staff must be trained in the use of the lightning detector. It is the responsibility of the camp director to assign use of the detector. An application such as WeatherBug may be used in lieu of a lightning detector when off campus.

Public Parks, Playgrounds and Field Safety

Refer to the Afterschool Programs Operational Manual for policies regarding playground and field safety. These guidelines pertain to playgrounds and fields on-campus as well as public parks. The designated person in charge must determine the grade appropriateness for playgrounds at public parks or other locations. District designations for K-2 and 3-5 playgrounds must be followed at all locations.

Emergency Drills

Fire drills must be completed monthly with all campers and staff during summer camp. Documentation of drills must be completed after each drill and submitted to the school secretary for PeopleSoft input. Reports must comply with all OEL requirements including date, start and end times, duration, weather conditions, number of staff present, number of students that participated, exit route taken, and pull station used. A copy of the PeopleSoft report or documentation submitted via email must be kept on file for review during audits and evaluations. In addition to fire drills, at least one code red, one code yellow, and one severe weather/tornado drill must be completed during camp and documentation must be input into PeopleSoft and kept on file.

Crisis Response/Emergency Procedures

A *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#)) specific to summer camp must be established and signed by all applicable parties (refer to the Afterschool Programs Operational Manual for more information).

Campers with Specific Needs/Disabilities

The camp program must provide any student with a disability, regardless of the medical or instructional need, equal access and opportunity to register and enroll in a district-operated camp. Involvement of administration, the ESE or 504 coordinator, afterschool site director and parent in the determination process is necessary prior to registration of the child with specific needs. Reasonable accommodations for all students with disabilities must be provided and determined by the school's 504 team. For additional information, contact [Kathleen Hamilton-Moore](#).

First Aid/CPR

A first aid kit must be kept in the camp office and include the following supplies: soap, hand sanitizer, band-aids or equivalent, disposable non-porous gloves (non-latex) stored in a puncture-proof container, cotton balls or applicators, sterile gauze pads and rolls, adhesive tape, thermometer and thermometer covers, tweezers, pre-moistened wipes (non-alcoholic), scissors, and a water bottle. This first aid kit must be brought on all field trips and off-campus evacuations. These supplies must be replenished regularly.

A smaller set of first aid supplies including band-aids, gauze pads and disposable non-porous gloves (non-latex) stored in a separate puncture-proof container must be with each counselor at all times. These supplies must be replenished regularly (refer to the Afterschool Programs Operational Manual for more information).

Health Procedures for Dispensing Medication

It is recommended that all staff be trained by the school nurse in medication administration and procedures (refer to the Afterschool Programs Operational Manual for more information).

Prior to the start of camp, campers requiring medication and/or medical procedures/treatments must be identified by the camp director and arrangements for staff training by the school nurse or the designated Agency Nursing Supervisor must be made to accommodate the specific needs. School nurses and agency nurses provide training during the nurse's regular duty hours through the last day of their school year contract. Agency nurses may be contracted to train after regular school duty hours. All medications must be kept in a locked container or a locked filing cabinet at all times.

In order to dispense any medication to a student in the camp program, a minimum of two staff must be trained by the school nurse or an agency nurse. School nurses conduct training for medical issues including regular oral, topical, eye, ear, glucometer readings, carbohydrate counting, epi-pen, asthma inhalers, and nebulizer medication administration. All training must be documented on the Medication Training Documentation Form (HCDPBC School Health). Campers may self-administer 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. Parents/guardians requesting the student to self-administer over-the-counter headache medication must submit a written request to the principal on *Parent/Guardian Consent for Student Use of Over-the-Counter Headache Medication* ([PBSD 2683](#)).

Agency nurses conduct training for use of insulin, Glucagon injections, and Diastat suppository administration. Trainings must be scheduled and contracted with All Metro. Contact [Thamarva Mitchell](#) by email or at 561-684-2323.

The assigned agency Nursing Supervisor will contact each summer camp program to ensure appropriate protocols are in place and to contract and schedule additional training as needed.

Additional questions or concerns may be addressed to [Kathleen Hamilton-Moore](#).

Student Behavior/Incident Reports and Accident Reports

Establish behavior procedures for camp. Procedures must be aligned with the guidelines in the Afterschool Programs Operational Manual. Keep a file with written documentation for incidents of disruptive behavior.

All staff members must carry *Afterschool Student Behavior or Incident Report* ([PBSD 2610](#)) and *Student Accident Report - Afterschool Program Use Only* ([PBSD 2489](#)) with them at all times. The *Student Accident Report - Afterschool Program Use Only* ([PBSD 2489](#)) must be completed for all injuries. For all accidents requiring first aid, including application of ice, submit the *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Copies of all completed reports must be signed by the parent/guardian on the date of accident or incident and kept on file in the camp office.

Arrival and Dismissal

Arrival Procedures

Parents/guardians must escort their child(ren) to the designated area on campus for check-in. All campers must be signed in utilizing the Eleyo app by a parent/guardian at arrival. Inform parents/guardians of the time at which campers must arrive. If a parent/guardian has not notified the camp director of a child's absence, the camp director or designee must contact the parent/guardian to verify absence no later than 9:00AM.

Dismissal Procedures

Notify parents of a designated area on campus for sign-out and anticipated return times from field trips. Regular sign-out procedures apply (refer to the Afterschool Programs Operational Manual for more information).

If a parent/guardian requests to take the student to the location of the field trip or to return the student from a field trip, it is within the principal's discretion, based on safety and disruption factors and the location(s) of the trip, whether to grant permission to the parent/guardian's request. Once permission is granted, it is contingent on the parent/guardian signing and agreeing to the terms within the consent and release form to the School District as provided in *Student Field*

Trip Consent and Release For Other Than School Provided Transportation ([PBSD 2360](#)). This form must be signed by the same person who signed the original *Single Day Field Trip Permission/Release* ([PBSD 0755](#)).

The student must be signed out via the Eleyo app at the field trip location if Wi-Fi connection is available. If no Wi-Fi is available, the site director will need to print the *Sign-In & Sign-Out Sheet* report in Eleyo and bring it with them to the field trip (for directions on printing this report, refer to the Eleyo Essentials document). Upon return to campus, the director must sign the child out utilizing a proxy signature and add the sign-out time for the child that matches the *Sign-In & Sign-Out Sheet* completed by the parent/guardian. The site director must keep signed *Student Field Trip Consent and Release For Other Than School Provided Transportation* ([PBSD 2360](#)) and the *Sign-In & Sign-Out Sheet* report for audit purposes.

Field Trip Procedures

1. The *Field Trip/Activity Planning Report and Approval Request* ([PBSD 1894](#)) must be completed for each location. Multiple dates for the same location may be listed/attached (for example, Science Museum 6/4, 6/9 and 6/17). The list must be saved in PDF format in order to be attached to the eForm. A separate form must be completed if any campers are in a wheelchair. The school principal must sign all field trip request forms. A separate *Field Trip/Activity Planning Report and Approval Request* ([PBSD 1894](#)) must be completed for each out-of-county field trip.
2. Complete a *Field Trip Request* in PeopleSoft for each trip. In order for Transportation Services to assign the proper bus for a field trip, the number of campers, grades of campers and specific needs for the field trip must be indicated, and a separate ticket for each date must be entered in PeopleSoft. Utilize fund type SC to fund bus costs from budget.
3. A *Medical Disclosure & Acknowledgement of Procedures for Administration of Medication and/or Medical Treatment on Field Trips* ([PBSD 2649](#)) must be completed by the parent/guardian for each camper.
 - a. The original PBSD 2649 must be kept with the TDE for all in-county Single Day Field Trip Permission/Release forms (PBSD 0755). For EACH out-of-county Single Day Field Trip Permission/Release form (PBSD 0755), a copy of the original PBSD 2649 must be attached for liability purposes. If the medical needs of the camper change during the course of the summer program, a new form must be completed by the parent/guardian to reflect the change.
4. A *Single Day Field Trip Permission/Release* ([PBSD 0755](#)) for each camper must be completed by their parent/guardian. A general list of field trips and activities must be provided at registration and attached to the permission form, with separate forms for each out-of-county trip. Include brochures for proposed venues, websites or information on the type of events they will participate in. This will serve as a parent/guardian's authorization for all field trips. Include a disclaimer regarding field trip changes.
5. *Temporary Duty Elsewhere (TDE) Applications* ([PBSD 0032](#)) must be completed for every employee leaving the school site. This is required for the safety of all employees as well as for insurance purposes.
 - a. In-county field trips: Complete one TDE with an attached list that includes a compilation of field trip dates and locations. The principal's approval is required.
 - b. Out-of-county field trips: Refer to regional office requirements for Out-of-county TDEs. All forms approved must be kept on file with a copy of the camp schedule for audit purposes.

Note: The principal or Regional/Instructional Superintendent may require paper and/or Liquid Office TDE forms. The afterschool site director must check for the preferred method before submitting.
6. Ratios vary depending on the field trip, activity or age group, but may not exceed 1:15 ratio on field trips, and 1:10 ratio on water activities. Some activities may require even smaller groups. **SR CITs do not count in staff ratios for field trips. SR CITs are counted as students for field trips. Note that some regional offices require a 1:10 ratio for all out-of-county field trips.**
7. Water activity field trips, including fountains/splash parks, must be discussed, planned and approved by the principal before making reservations. Counselor to camper ratios may not exceed 1:10. Certified lifeguards must be on duty at the time of the field trip. Check with specific venue to determine lifeguard schedules. **SR CITs do not count in staff ratios for water activity field trips. SR CITs are counted as students for water activity field trips.**
8. Designate a qualified staff member (Activity Leader or above) to be in charge on each field trip. This person must be responsible for sign out, if needed on the field trip, as well as bringing the following items:
 - a. Cell phone with number available to parent/guardian.
 - b. Contact numbers for school and camp director.
 - c. Contact number for bus transportation in case of emergency.

- d. Child Care Contract Information Sheets for each student (without contract questions and answers) must be printed and brought to all field trips or off campus locations. 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.
 - e. *Single Day Field Trip Permission/Release* ([PBSD 0755](#)) forms.
 - f. Payment for activities (activity fee refunds must be collected and turned in on a *Monies Collected Report* ([PBSD 0180](#), order from Supply Warehouse) and dropped in the safe.
 - g. Medications, medical information and first aid kits. Medication must be in a locked container.
 - h. Lightning detector.
 - i. Daily schedule, with phone numbers of contact person. Leave a copy of this information in the camp office as well.
 - j. Directions to the field trip provided to the driver.
9. Restrooms and either water fountains or water coolers must be accessible at all times.
10. Volunteers must adhere to the field trip policy. Chaperones shall be notified by the school that they are required to adhere to all rules that are followed by School Board employees at all times on the trip and be provided training(s) as to their authority. Once approved by the principal as a chaperone, the person must comply with Policy 2.53 ([Volunteers in Public Schools](#)) to ensure clearance prior to the trip pursuant to the District's procedures. A Field Trip Activity Roster ([PBSD 2149](#)) must be completed. Only school-approved persons, including but not limited to students, school staff, parents or other persons assisting a particular student(s), and approved chaperones are allowed to travel with the field trip. A chaperone may not be left alone with a single student, unless the chaperone is the parent/guardian of the student.

District School Bus Usage

With the support of Transportation Services, procedures have been developed to provide District buses for summer camp usage. The following options will help in determining which method is best suited for individual program needs:

Bus Usage Options

- Option 1: Summer Camps can lease a school bus and hire a bus driver to operate the bus. Only district employees can operate school district vehicles. All leased buses must be picked up from the Central Facility, unless otherwise instructed by Tanecia Ward. Cost of leased buses is determined by Transportation services annually.
- Option 2: Contract with the Transportation Services department by entering field trip requests through PeopleSoft (Field Trip bus icon) to provide school transportation for a maximum of \$250.00 per bus per day or for the actual field trip charge, whichever is less. Bus drivers must be scheduled for a minimum of six hours per day. Schools must use fund type code SC. The funding strip must be completed using the following information: Dept XXXX, Fund 1303, Function 9110, Account 579200, Program 0000, Budget Manager XXXX, Local Code 000, Award Year 2026, Project 000 (if requested). All trip ticket requests must be entered in PeopleSoft by the date provided by Transportation Services annually in order to allow Transportation Services to hire the appropriate number of summer camp bus drivers.

In case of an emergency, breakdown, or any other potential hazard when utilizing buses requested by trip tickets, Transportation Services will dispatch a backup driver to the location.

There will be a dispatcher and mechanic on duty and backup drivers on call. Trip ticket requests for Summer Camp 2026 are available June 15, 2026 through July 16, 2026 and are not available on the designated 19th of June or 4th of July holiday or on any Friday. District bus drivers will also not be available on those dates. Trip ticket requests must be submitted by May 6, 2026.

Note: Any travel beyond adjacent counties must be scheduled with an approved charter bus company.

Billing Process

- Option 1: Transportation Services will complete an analysis for each summer camp bus lease using the actual mileage and forward the information to Accounting Services who will create an invoice to be paid from the camp's transportation budget line. To ensure error free billing records, camp directors must maintain a calendar to record bus usage dates and a copy of [PBSD 2294](#) for a record of mileage.

- Option 2: Field Trip Requests entered in PeopleSoft will be updated and billed to the transportation budget funding strip originally entered in the system. To ensure error free billing records, camp directors must maintain a calendar to record bus usage dates and a copy of [PBSD 0454](#) for a record of mileage.

Hiring District Bus Drivers from Transportation Services

If a district bus driver has not been utilized for non-school day camps (including winter and spring camps) and the summer camp needs to hire a driver for a site position, utilize a position status report to locate and post a bus driver position. That position should be posted to internal applicants on PeopleSoft.

District bus drivers are available to drive for camp only on days that do not conflict with their school year contract and route practice for the first day of school.

Bus drivers must be guaranteed a minimum of 6 hours on scheduled work days.

If a non- Transportation services driver is utilized, including Charter School bus drivers, you must email [Jodi Cummings](#) and [Latoya Bunche](#) the employee name and employee ID number prior to hiring to ensure they can operate a district school bus. The driver may not drive until Jodi Cummings has confirmed that they are currently up to date and road-ready.

Refueling:

Buses can be fueled at any of the six bus facility locations. Fuel cards may be used to refuel leased buses.

Licensing Procedures for School-Based Buses

1. A letter from the principal or designee must be sent to the Transportation Services department recommending an employee for the School-Based Bus Driver Program. The letter must include the employee's name, ID number and driver's license number.
2. Upon acceptance, the candidate will be scheduled for the next available bus driver training class.
3. Successful completion of training is required before school-based bus drivers can be utilized.

For more information contact [Jodi Cummings](#) via email.

Transportation Area Team Leaders

AM Leaders available 4:30am-1:00pm, PM Leaders available 10:00am-6:30pm

Central	AM: Venetrice Jackson	561-242-6568	PM: Clarinda Shabazz	561-242-6505
South	AM: Karla Longworth	561-738-9201	PM: Teliska Jackson-Wolliston	561-738-9202
East	AM: Filomena Chance	561-242-8364	PM: Lutrella Miller	561-242-8389
North	AM: Carmita Singletary	561-494-0057	PM: Terrence Andrews	561-494-0061
Royal Palm Beach	AM: Cynthia Holloman	561-904-9078	PM: Margurite Jean Charles	561-904-9083
West	AM: Gary Mosley	561-992-2118	PM: Tammy Pierre	561-992-2105

Field Trip Coordinators

Central Compound	Jackson Destine	561-242-6581
North Compound	Myishea Blackshell	561-494-0050
Royal Palm Beach Compound	Sallie Jo Blue	561-904-9082
West Compound	Tenesley Lovely	561-992-2113
South Compound	Rhonda Miller	561-738-9208
East Compound	Mariah Lewis	561-242-8364

Charter Bus Usage

Traveling beyond adjacent counties requires the use of a charter bus and approval of the area superintendent. The Purchasing department maintains information on approved charter bus vendors, along with charter bus pricing and procedures. This information can be found on the Purchasing Department's [Charter Bus Page](#) on the District Hub. For more information on Charter Buses, contact [Cheri Rosen](#) at 561-434-8210.

It is recommended that you secure a charter bus as soon as possible and keep all invoices and emails as documentation of the agreement. Charter bus costs vary, but may be paid by Pcard if under \$5,000 per trip. Submit the invoice to Accounting Services.

2. ENROLLMENT, REGISTRATION AND PARENT/GUARDIAN HANDBOOK

Enrollment

Age Requirements

Campers must be elementary school age, which includes incoming kindergartners and outgoing fifth graders. Middle school students cannot be enrolled as campers in the elementary summer camp programs, unless the Regional Office has given approval to accept students beyond outgoing fifth graders. The approval must be given in writing and forwarded to the Director of Extended Learning.

Registration Procedures

All parents must submit a summer camp contract request in Eleyo. Once the contract request is created, an email will be sent to the parent that the contract request is waiting for staff approval and will be reviewed in the order that they were received. A parent/guardian handbook and schedule with list of field trips must be provided upon acceptance into the summer camp program.

Camp staff shall ensure all fields on the *Eleyo Contract Request* are completed and obtain and keep current the following information:

1. Documentation for any special needs a student may have (504 plan, health plan, etc.)
2. Custody information and applicable legal documentation
3. Additional PBSO forms as applicable:
 - a. *Sign In/ Out Requirements and Payment Responsibility of Subsidized Afterschool Program Fees* ([PBSO 2512](#))
 - b. *Permission to View Rated Materials* ([PBSO 1994](#))
 - c. *Single Day Field Trip Permission/Release* ([PBSO 0755](#))
 - d. *Release/Waiver of Liability and Hold Harmless Agreement for a Minor* ([PBSO 2448](#))
 - e. *Medical Disclosure & Acknowledgement of Procedures for Administration of Medication and/or Medical Treatment on Field Trips* ([PBSO 2649](#))

Staff with children attending camp must follow all registration and fee payment procedures. It is recommended that children of staff be placed in other staff groups so that no parent is supervising his/her own child.

Summer Camp registration is not valid until the summer camp registration fee has been collected. Registration fees are non-refundable after May 22, 2026. Registration fees are not collected for camp days during the school year. Students cannot be enrolled in the camp program if they have any outstanding balances with the District. Review the student's delinquent screen in SIS or consult with the afterschool director at the student's home school to view any delinquent balances due.

Note: Families who receive subsidization through Early Learning Coalition must ensure that their voucher is eligible for summer camp and states the name of the camp program site for reimbursement. Families are responsible for any fees not covered by ELC.

Summer Camp Parent/Guardian Handbook

A standard parent handbook is posted on the district website for all parents. In addition to the parent handbook, the following information must be included in the summer camp brochures, flyers, etc.:

1. Hours of daily operation
2. Fees
3. Envision Flyer
4. Meal and snack policies
5. Clothing requirements for students (camp shirts, closed-toe shoes, and one-piece bathing suits are required for the safety of students)
6. Telephone number for camp office (not the school office) and camp cell phone (if applicable)
7. Off campus evacuation plan

8. Camp schedule with a description of field trips, activities and times
9. Open door policy
10. Sign In/Out Requirements and Payment Responsibility of Subsidized Afterschool Program Fees ([PBSD 2512](#))

3. FISCAL PLANNING AND MANAGEMENT

Budget Planning

A business plan must be submitted and approved prior to taking any registrations for camp.

Prior to the establishment of a fee rate, the following considerations must be determined:

1. Number of campers
2. Length of the program
 - a. Number of days
 - b. Number of hours per day
3. Approximate hourly rate for staff and benefits
 - a. SR CIT responsibilities are limited to assisting adult staff. They cannot be left alone in direct supervision of campers. SR CITs may not take attendance, answer phones or take campers to the restroom. Therefore, hiring SR CITs is not an efficient cost savings measure.
4. Staff Ratios:
 - a. On site: K-5 1:20 (1:25 with SR CIT)
 - b. Field Trip: K-5 1:15
 - c. Water Activities: K-5 1:10
5. Approximate cost of camp director (and afterschool camp assistant director if applicable)
6. Fees for field trips
7. Transportation costs/bus rental
8. Snack (morning snack or breakfast and afternoon snack) and lunch costs
9. The summer camp program may be eligible to receive free breakfast or snack and lunch. For more information contact [Ana Faubla](#) at 561-882-1964 or 561-420-7544
10. Summer camp Liability Insurance cost per camper (approximately \$7.50 per enrolled camper)
11. Materials and supplies cost
12. T-shirts, totes, water bottles, etc. for campers and staff
13. Use of school facilities on Fridays during summer camp (\$10.00 per enrolled camper)
14. District impact fees are assessed on 75% of camp fees transmitted to the District (6-9800.00)

It is imperative that all camp costs be anticipated during planning. Program costs must be thoroughly reviewed and analyzed prior to determining the camp fee.

Parents/guardians are responsible for payment for all weeks their child is registered for, regardless of attendance. All fees for enrolled campers for 6/1/2026-6/26/2026 must be collected by May 18, 2026. All fees for enrolled campers for 6/29/2026-7/31/2026 must be collected by June 15, 2026. Campers may not attend sessions that are not paid for in advance. Fee Payment Agreements may not be utilized during summer camp, nor are late payment fees assessed. Delinquent accounts must be placed in the Student Information System (SIS).

Fee Structure/Rates/Late Fees

The fee range for camp is (\$3.00 - \$5.37) per hour. It is recommended that District camps in close proximity to one another be similar in cost. The fee per hour determination is made by dividing the weekly cost per student by the number of camp hours per week. The cost per week is determined by utilizing the camp business plan.

Late pickup fees apply as they do during the school year (refer to the Afterschool Programs Operational Manual for more information).

Receipting and Transmitting Camp Funds

Receipt funds as follows:

Receipt fees paid by cash, check, or money order into Account 6-9800.00 (Camp Fees). All funds deposited into Account 6-9800.00 (Camp Fees) must be remitted to the District at the end of every month during which those funds were received using a *Remittance Transmittal* ([PBSD 0150](#)). Camp fees are transmitted to the District into operating fund 1303.

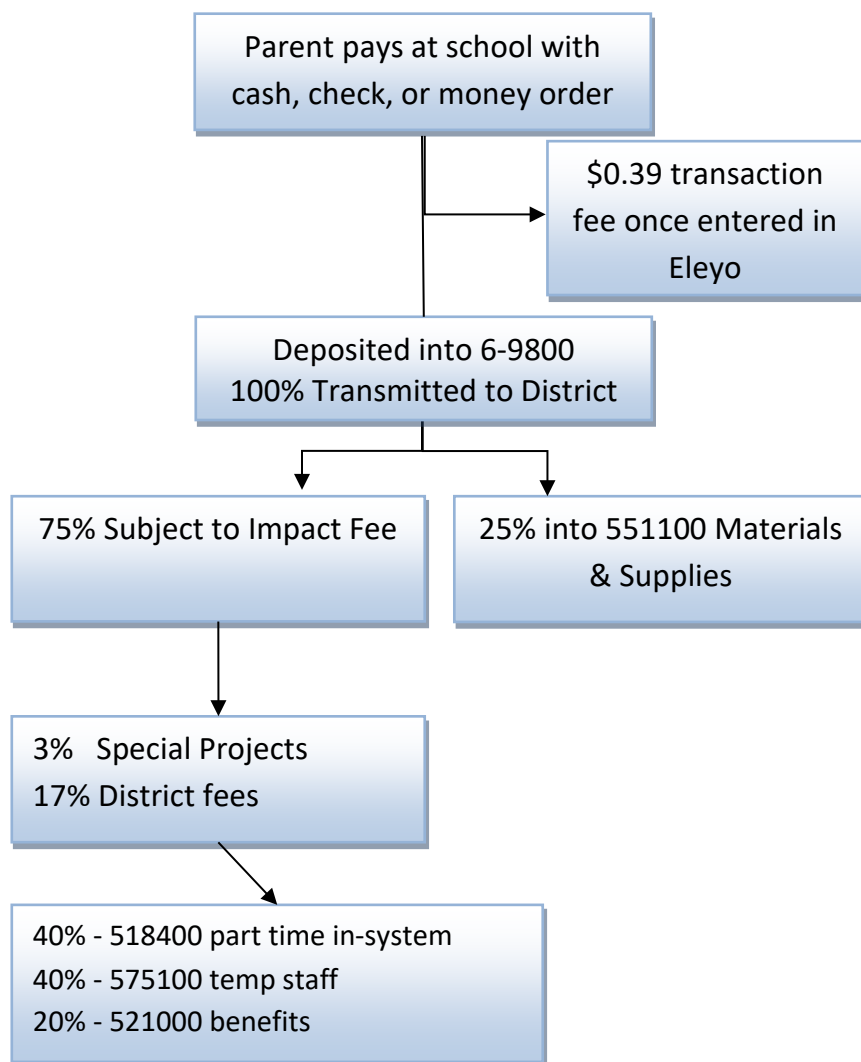
All funds must be remitted to the 1303 budget prior to the bookkeeper's last day. No in-person payments can be accepted after 5/29/2026.

Camp funds paid by credit, debit, ACH, or autopay in Eleyo are subject to transaction and merchant fees and will be allocated monthly to operating fund 1303 with 75% into salary lines after impact fees and 25% placed into supply line. Registration funds paid by credit, debit, ACH, or autopay in Eleyo are subject to transaction and merchant fees and will be allocated monthly to operating fund 1303 100% into supply line.

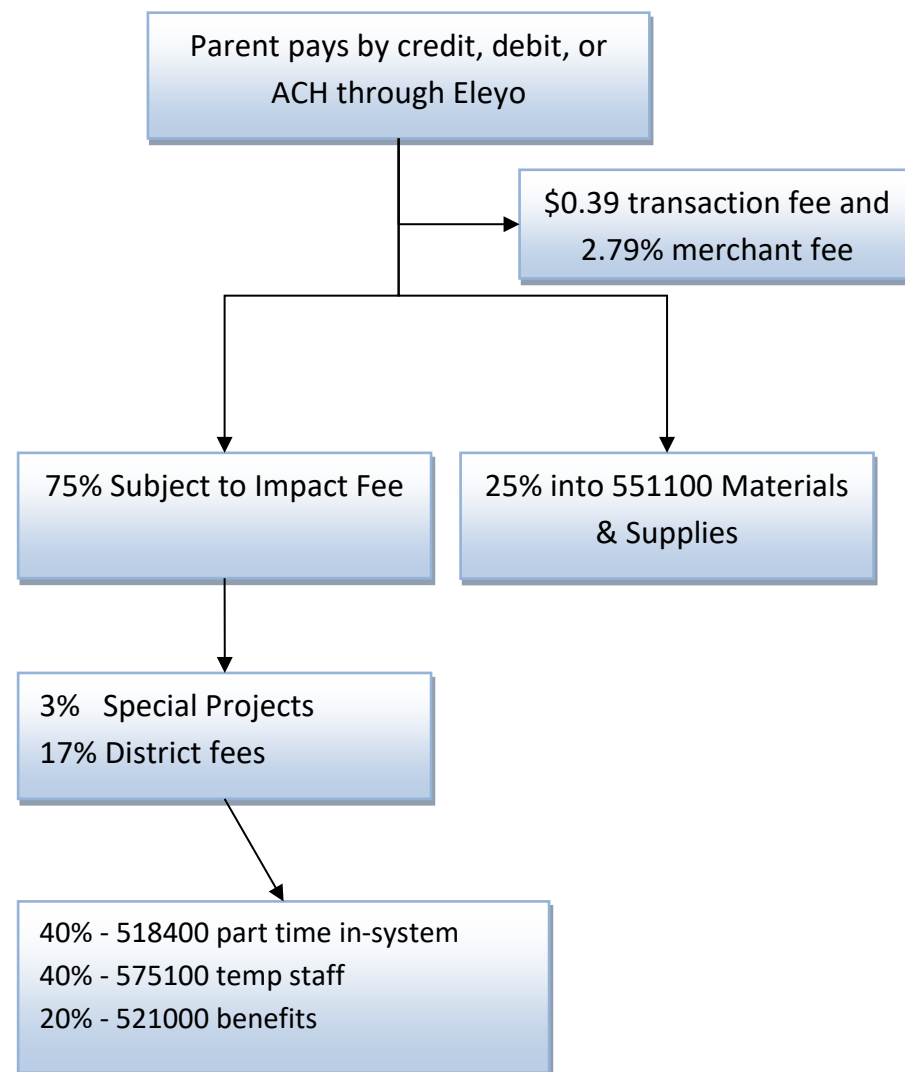
Early Learning Coalition reimbursement will be allocated to operating fund 1303 with 75% into salary lines after impact fees and 25% placed into supply line.

Camp records and fees must be documented in Eleyo.

Payment at School



Payment by Credit Card



Accounting for Camp Fees

6-9800.00 Camp Fees

The fee portion of the non-school day camp tuition must be deposited in this account and transmitted in its entirety to the District within five business days of the following month. Any remaining summer camp fees must be transmitted to the Accounting Services Department before the bookkeeper's last day. Transmittals will be credited to Fund 1303 in PeopleSoft, net of the district's percentage.

6-9870.00 Summer Camp Registration Fees

Fees collected to reserve a slot in the summer camp are deposited in this account. These revenues are retained and may be used to fund operating expenditures for the summer camp. Expenditures from this account must follow State and District rules. No adult travel expenses may be paid from this account. Registration fee for camp ranges from \$50.00-\$75.00 and includes facility usage, insurance, items such as T-shirts, totes and water bottles to be given away. All summer camp registration fees must be finalized and any residual balance shall be transmitted to the Accounting Services department before the bookkeeper's last day. Transmittals will be credited in full to Fund 1303 in PeopleSoft.

6-9680.00 Fundraiser Account

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

The purpose of this account is to track inventory of items sold (e.g., t-shirts, water bottles, etc.)
Items may be purchased from this account prior to funds being available.

Maintain complete and accurate records for audit for five years (refer to the Afterschool Programs Operational Manual for more information).

Deposits

Camp Day Deposits

Fees for camp held on non-school days during the school year must be collected in full prior to the camp day(s).

Summer Camp Deposits

Summer camp fees paid by cash, check, or money order must be collected in full prior to May 29, 2026. This ensures funds can be deposited in the bank and are accessible for use prior to the start of camp.

Setting up pre-payment plans and encouraging use of Eleyo pre-payment option at the start of fee collection may help parents complete summer camp fee payment by the end of May. Summer camp fees paid for a camper after the last armored car pickup of the school year must be made via Eleyo.

4. PERSONNEL AND HIRING

Personnel

For information regarding the qualifications for camp positions, please visit the [Job Descriptions](#) page on the district website and search position by job codes.

For camp hiring, the following position titles should be used:

Position Description	Job Code	Type
SC-SITE DIRECTOR – AFTERSCHOOL	92900 PRT	Standard
SC-LEADER – AFTERSCHOOL ACTIVITY	93000 PRT	Bucket
SC-LEADER – AFTERSCHOOL ACTIVITY	93000 TMP	Bucket
SC-ASSISTANT SITE DIRECTOR – AFTERSCHOOL	93100 PRT	Standard
SC-COUNSELOR – AFTERSCHOOL	93310 PRT	Bucket
SC-COUNSELOR – AFTERSCHOOL	93310 TMP	Bucket
SC-COUNSELOR – AFTERSCHOOL CERTIFIED	93320 PRT	Bucket
SC-COUNSELOR – AFTERSCHOOL CERTIFIED	93320 TMP	Bucket
SC-COUNS IN SR TRNG TEMP	93360 SUB	Bucket
SC-ADVISOR – ACADEMIC	92800 PRT	Bucket
SC-BUS DRIVER I	33190 PRT	Bucket
SC-BUS DRIVER II	33210 PRT	Bucket
SC-ASSISTANT FOOD SERVICE I	31820 PRT	Bucket
SC-ASSISTANT FOOD SERVICE II	31850 PRT	Bucket
SC-TEMP ADM SUPPORT	36060 PRT	Bucket

Temporary staff (part-time employees) are paid at the entry level (Step 0) and must meet all qualifications and requirements of the position.

1. Palm Beach County teachers (Bargaining Unit T) employed in summer camp programs:
 - a. Are paid benefits (FICA and FRS).
 - b. A person with a teaching certificate but not employed by the District as a teacher is considered non-instructional temporary working in summer recreation, and is paid at that rate.
2. Miscellaneous employees:
 - a. Earn benefits (FICA and FRS).

Personnel Scheduled Hours

1. No employee may work more than a 40-hour week.
2. There must be an administrator (Activity Leader or above) on campus at all times during camp hours. Stagger administrator hours so overtime is not incurred.
3. Summer Camp employees are required to have a thirty-minute unpaid lunch break after a five-hour work period unless they are supervising campers while eating.
4. A 260-day camp director must work maximum of thirty hours the week of June 19th and the week of July 4th, due to paid holidays.
5. Personnel hours must be reported bi-weekly utilizing Payroll tab on the Camp Actual Expenses Spreadsheet.

Pay Rates

For information on current pay rates, visit the [Afterschool Directors District Hub](#).

Hiring

All camp positions must be advertised on PeopleSoft. All applicants must apply to the advertised job posting in PeopleSoft. Update the disposition in PeopleSoft disposition to "Offer Extend" for applicants you wish to hire who do not currently work at the school.

For applicants who have worked at the school site during the school year in a "Spring Break" or "Winter Camp" position or in "Summer Camp" position from a previous year, check "Job Data" in PeopleSoft to determine if the applicant needs a job set up. If the applicant has an active job screen with the fields highlighted in the image below, no further process is necessary.

The screenshot displays the PeopleSoft Job Information screen for Employee 1. The 'Work Location' tab is selected. Key fields include: Effective Date (03/17/2016), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Position Number (10079021), and Job Title (SC Counselor AfterSchool). A red callout box points to the 'Current' status, 'Active' HR Status, and 'SC' in the job title, with instructions: 'See Highlighted Areas', '* The job record should read "Current"', '* The HR Status should be "Active"', and '* The Job Title should have "SC" preceding it'.

If the applicant currently works at the school and does not have a screen like the one above, ensure that the applicant has applied to the job posting and complete a Job Action for an additional job. Hiring for external applicants is possible, however they may not be able to start work by the first day of camp. It is recommended that external applicants be hired into vacant positions as soon as possible so that there is sufficient time for processing applications. DCF Clearinghouse Eligibility, School Readiness Pre-Service Trainings, Pediatric CPR/First Aid/AED, and Summer Camp Safety trainings must be completed in order for HR to process an external hire. For new hires, positions need to be posted and applicants must follow district hiring guidelines.

Employees who are interim or have been non-reappointed during the school year are eligible to work camp with additional steps to ensure job screens are kept active. An email must be sent to [Maryse Glaze](#) and [Arlene McDermott](#) with the employee's ID number and the position number you are hiring the employee into. Compensation will be notified to keep the employee's job screen active until summer camp ends.

SR CIT's who have turned eighteen must be promoted to counselor.

Contact the school's assigned HR contact (District Hub) for questions regarding summer camp hiring.

Automated Time Collection Device (TCD)

As detailed in Bulletin #P-13115-CAO/COO, dated March 13, 2009, the implementation of the Automated Time Collection Device requires mandatory use by non-exempt employee groups which includes afterschool full-time and part-time employees on camp days. This system is necessary in order to maintain electronic time records for employees and document the District's compliance with the Fair Labor Standards Act (FLSA) requirements.

Requirements:

1. Employees must report and punch in and out only for their scheduled time.

2. Overtime is not permitted during camp because camp business plans do not include overtime and camps must remain in cost recovery.
3. Lunch break, a minimum of thirty minutes, is not paid time unless supervising campers.
4. Supervisors must manage exceptions or deviations in time from the employee's schedule. Schedule deviation reports are available on-line through the school payroll contact.

Any questions about the TCD should be directed to tcdgroup@palmbeachschools.org.

Staff Development

1. All staff, including SR CITs, are required to have hands-on in-person Pediatric CPR/First Aid/AED and Summer Camp Safety training prior to the start of camp. The Summer Camp Safety training (eLearning) must be completed annually.
2. Staff supervising campers must have completed all School Readiness Pre-Service requirements, including a DCF Clearinghouse Eligibility Form indicating "eligible".
3. Refer to the Afterschool Programs Operational Manual for additional required trainings.

5. ADDENDUM TO CAMP OPERATIONAL MANUAL FOR K-8 SITES

Any school that is a K-8 school may choose to accept campers entering grades 6-8 in the fall. If a school would like to accept campers entering grades 6-8 in the fall that is not a K-8 school, the principal will need to work with the area office to obtain approval.

In addition to the procedures outlined in the District Afterschool Programs Camp Operational Manual, the following guidelines must be observed:

Personnel

Teachers or student monitors can be hired into any of the following positions to supervise 6-8 grade students.

SC-LEADER- AFTERSCHOOL ACTIVITY

SC-COUNSELOR- AFTERSCHOOL CERTIFIED

If a non-teacher/student monitor is hired into one of these positions, they must first take the additional mandatory training prior to supervising 6-8 grade students.

Staff Development

1. All staff, including SR CITs, are required to have hands-on in-person Pediatric CPR/First Aid/AED and Summer Camp Safety training prior to the start of camp. The Summer Camp Safety training (eLearning) must be completed annually.
2. Staff supervising campers must have completed all School Readiness Pre-Service requirements, including a DCF Clearinghouse Eligibility Form indicating "eligible".
3. Refer to the Afterschool Programs Operational Manual for additional required trainings.

Safety Procedures

Ratios must be maintained with no exceptions. SR Counselors in Training (SR CITs) may not be included to maintain ratios and may not work with this group of students.

- On Site: 1:20
- Field Trip: 1:15
- Water Activities: 1:10

6-8 grade students must be separated from K-5 students at all times. They must sit together, separate of the K-5 students when being transported on the bus.

Attire:

6-8 grade students will follow the K-5 requirements for attire (camp shirts, closed-toe shoes, one-piece bathing suit, etc.). This is outlined in the parent handbook.