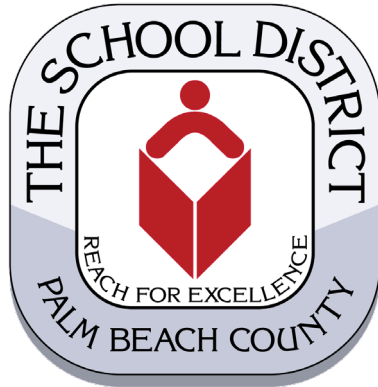


The School District of Palm Beach County

**Teaching and Learning
Department of Extended Learning**



DISTRICT ELEMENTARY AFTERSCHOOL PROGRAMS OPERATIONAL MANUAL

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Advisory Committee

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

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1. EXTENDED LEARNING DESCRIPTION AND OPERATION

Introduction

The School Board of Palm Beach County and its approved board policies provide the framework under which all afterschool programs operate. It is the responsibility of the afterschool site director to be knowledgeable of and operate within School Board policies and procedures, for more information refer to <https://palmbeachschools.org/community.diligentoneplatform.com/Portal/>.

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

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

For information on 21st Century Community Learning Centers (21st CCLC), contact Rochelle Galbraith at rochelle.galbraith@palmbeachschools.org or visit the 21st CCLC Program website on the district website at <https://www.palmbeachschools.org/studentsparents/after-school-programs/21st-century-community-learning-centers>.

For information on VPK Wraparound Programs, contact Monica Gabrieli at monica.gabrieli@palmbeachschools.org.

Extended Learning Philosophy

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

Vision and Mission

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

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

Partnerships with Outside Agencies

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

Confidentiality

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

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

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

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

Bullying

The School Board of Palm Beach County is committed to providing a safe, secure, civil and respectful learning and workplace environment free from bullying and harassment. Bullying and harassment of any kind will not be tolerated. All written or oral reports of bullying and harassment will be documented and processed in accordance with [School Board Policy 5.002](#). For more information on specific bullying and harassment policies and procedures, visit the Student and Family Handbook on the district website at <https://www.palmbeachschools.org/studentsparents/student-family-handbook>.

Program Reviews and Inspections

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

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

An annual School Readiness Inspection is completed by the Health Department. Directors are responsible for knowing and following all standards as outlined in the School Readiness Program Health and Safety Standards Handbook. The handbook is located on the [SDPBC Employee Hub](#) for review. If the inspection report indicates the need for re-inspection, the site director must notify [Kathleen Hamilton-Moore](#). Re-inspections often occur after May 30th when many site directors are no longer on duty. If the site director will not be available for re-inspection, a contingency plan must be in place for school personnel to assist with the process. Inform [Kathleen Hamilton-Moore](#) of the designee. Copies of all School Readiness inspections and re-inspections (if applicable) must be forwarded to [Kathleen Hamilton-Moore](#).

Afterschool Program Description

Out-of-school time programs provide structured, safe and enriching experiences for Palm Beach County School

District students. These programs are designed to support student success beyond the traditional school day and include:

- Academic Enrichment and Intervention: Hands-on, engaging instruction to reinforce and enhance classroom learning.
- Cultural Arts Exposure: Opportunities to explore music, visual theater, and other cultural disciplines.
- Skills for Learning and Life: Activities that promote critical thinking, communication, leadership, and real-world readiness.
- Physical Education and Recreation: Sports, fitness, and active play to support health and wellness
- Technology Integration: Access to digital tools and guided instruction that build skills in coding, media creation, research, and responsible technology use.

Quality programs address both family and student needs by providing consistent support before and after school hours in a nurturing environment.

Ratios

The ratio for students in grades kindergarten through five may not exceed 1:20 or 1:25 with a second counselor or counselor in training (Sr CIT). If multiple afterschool groups are utilizing the same space (ie. Multipurpose rooms, outdoor areas, etc.), groups must remain separated with their assigned counselor as grouped in the Eleyo app, and may not exceed ratios. Sr CITs may not be included in ratios during water activities or field trips. For on-campus water activities, the ratio for students in grades kindergarten through five may not exceed 1:15. It may be necessary to lower the student/staff ratio to meet the needs of 504 accommodations.

Afterschool Hours

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

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

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

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

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

Morning Program Requirements

1. Morning programs must operate for one hour.
2. Monthly fees for the morning program are based upon the current afterschool hourly rate and are calculated per month based on contracted attendance and prorated through the year into equal monthly installments.
3. A minimum of ten morning-enrolled students is required in order to be fiscally sustainable.
4. Morning programs must maintain the 1:20 staff/student ratio.
5. Only afterschool staff may provide supervision of students in the morning program. Staff must be in the position of certified counselor or higher.
6. All students must be signed in by the parent/guardian/authorized drop off person utilizing the Eleyo Attendance App before their child is accepted into the morning program.
 - a. Sign-in must be checked by the end of the morning program to verify that all students present in programming were signed in.

- b. For those parents/guardians that did not sign their child(ren) in, the site director or designee will need to sign the student in within the Eleyo Attendance App using proxy signature.
 - i. This should not be a regular occurrence as sites must closely monitor the sign-in area and should not be accepting students before they are signed in.
 - ii. If the director or designee is not aware of who dropped the child off, proxy signature should not be utilized. Instead, attendance will need to be edited in Eleyo the following day.
 - iii. For any contracts that sign-in was entered by staff (proxy or by editing attendance), a Child Care Contract Signature Log report must be printed at the end of the month and signed by the parent/guardian verifying attendance records.
 - c. Morning Program staff must sign students out utilizing the Eleyo Attendance App upon release to the school day.
7. All students participating in the morning program may participate in the school breakfast program.
 8. Students must be provided a variety of engaging activities during the morning program.
 9. Evacuation map must be posted in the location(s) utilized during the morning program.
 10. Students must be enrolled in the morning care program to participate.

School Day Release to Afterschool

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

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

- The afterschool site director has received a written and signed document or an email from the parent/guardian to do so.
- The regular day teacher comes to the afterschool program to sign out the student utilizing a sign out sheet that contains student's name, teacher's name, date and time in and out, room number, and type of activity (tutoring, classroom assistance, etc.). See sample *Sign In/Out of Afterschool Student to School Day Staff* ([SDPBC Employee Hub](#)). Completed sign-out sheets must be kept on file for auditing purposes.
- The regular day teacher delivers the student back to the afterschool program and signs them back into the program.

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

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

Afterschool students must NOT be released to their parent/guardian by the vendor/tutor. They must be returned to the afterschool program, as the program is responsible for release of the student to their parent/guardian or authorized designee. If the parent/guardian requests for the vendor/tutor to sign the student out of the afterschool program, an *Afterschool Program Limited Authorization for Student Pickup* form ([PBSD 2157](#)) must be completed and on file outlining the days the vendor is authorized to sign the student out from the program. Once completed, the vendor/tutor must be added in Eleyo as an authorized pickup.

Students from a Different Home School

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

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

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

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

Attendance

All students must report to the afterschool program directly after school dismissal. Attendance must be taken daily utilizing the Eleyo Attendance App within fifteen minutes of program start time. Afterschool staff supervising children must maintain an iPad with the Eleyo Attendance App or a completed Monthly Attendance Sheet at all times for their reference. Counselors must maintain rosters of school day clubs that afterschool students attend, or Eleyo club locations must be utilized. The afterschool office or afterschool sign-out location must maintain a master copy of all students who attend school day clubs during afterschool hours. The master copy must contain club names, dates, times, locations, club sponsor/teacher, and student first and last names of all students who attend.

Afterschool site directors (or designee) must check the names of any students not present during attendance against the school absentee list and early dismissal list in SIS. If an absent student's name does not appear on either of these lists and a check of the school has been made, the afterschool site director must call the parent/guardian.

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

Snacks

The afterschool program must provide daily snacks for all afterschool students. Hand washing or sanitizing must take place prior to snack distribution and before cooking activities. Napkins, plates, or paper towels must be distributed to all students. A snack menu must be posted in the parent area.

A snack time of at least fifteen minutes must be scheduled within forty-five minutes of the start of the afterschool program unless snack was provided to the entire school after 2:00PM. Schools may choose to purchase snacks following purchasing guidelines or to participate in the Reimbursable Snack or Super Snack programs. At least two primarily healthy food choices and a beverage in original packaging or a cup 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. If Super Snack was provided at the end of the school day to the entire school, an additional snack must be provided by afterschool two hours following the Super Snack.

Food and drink items must be purchased and served from original containers. Bulk items may be purchased and served to students in individual cups, napkins or plates. Bulk items must be new and unopened when received for

distribution and expiration dates must be followed. Food items prepared at home may not be given to afterschool students. Snacks may not be sold to individual students.

Daily Activities

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

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

There must be a balance of educational and enrichment activities. Activities must be hands-on whenever possible to stimulate learning. Programs must provide a variety of high-interest and age-appropriate activities for the students involved. Student work must be displayed and there must be ongoing student recognition. The afterschool site director is responsible for keeping the principal updated on all afterschool activities.

Afterschool programs must include the following daily activities:

1. **Homework opportunity of at least a half hour twice daily.** If this service is provided through age grouping, students with no homework may work on other age-appropriate active learning materials provided by afterschool. A location must be provided that is conducive for task completion. Homework assistance must be provided. Two homework times must be offered: one between 2:00PM-4:00PM and another between 4:00PM-6:00PM. Students may participate in one or both homework times.
2. **Indoor snack time scheduled for a minimum of fifteen minutes.** Snack must meet current District guidelines.
3. **Academic enrichment must be a minimum of three hours per week.** Program time may be used in a rotating schedule so students may participate in one or more academic components.
4. **Outdoor physical play or vigorous physical activity must be a minimum of thirty minutes per day following a rotating, structured schedule.** The schedule must be flexible so each student has the opportunity to participate. Include group games and organized activities during playground time. When inclement weather or other circumstances prevent scheduled outdoor play, the alternative must be structured indoor physical activities. An additional outdoor/physical activity time must be available to students after 4:00PM.
5. **Technology Usage.** All afterschool students must have access to technology usage during afterschool hours (iPads, Chromebooks, laptops, etc.)
6. **A variety of activities using designated classrooms (e.g., cafeteria, media centers, art rooms and music rooms).** School facilities are District property, and the principal is responsible to designate classrooms with appropriate and feasible space for use by the afterschool program.
7. **Activities and additional clubs must 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. Afterschool sponsored clubs are limited to afterschool-enrolled students only.

Academic Enrichment

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

educational programs, educational games, story time, reading initiatives, math initiatives, science initiatives, and department academic enrichment programs (STEM in a Box). Academic enrichment lessons developed by the Extended Learning department are located in the Afterschool Enrichment Google Classroom.

Directors and/or their designees utilizing department academic enrichment programs (STEM in a Box) must attend meetings and trainings related to its implementation. Counselors should attend academic enrichment trainings provided annually. This training counts towards their annual ten hours of required professional development.

Video Usage

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

The Extended Learning department arranges annually with Swank Movie Licensing USA for a yearly public performance license for all afterschool programs. Programs are notified at the beginning of each school year of the license fee and the procedure for purchasing the license. Once a license is purchased for the school year, approved videos may be shown. The purchase of multiple movie licenses is prohibited. If assistance is needed in regards to movie licensing procedures, contact [Kathleen Hamilton-Moore](#). Afterschool staff cannot use personal streaming accounts to stream videos.

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

Technology Usage

Student Use of Technology

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

Employee Use of Technology

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

Third Party Use of Technology

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

Family Communication and Engagement

To support family engagement and to maintain open communication between families and program staff, a parent

information area must be available near the sign-out location, or information must be posted on a website or other digitally accessible location. If posted digitally, information on how to access the information must be posted near the sign-out area. The parent information area must include the following:

1. Snack menus and/or Super Snack menus (if applicable)
2. Fee schedule(s)
3. Weekly schedule of activities
4. Current student work/activities
5. Local resources which meet the needs of families (Financial Assistance Flyer [[SDPBC Employee Hub](#)], ELC Flyer, 2-11, etc.)
6. Upcoming afterschool events (if applicable)
7. Program surveys/ comment/suggestion sheets
8. Open Door Policy (must be physically posted in the sign-out area)

To ensure continuous improvement and alignment with student and family needs, programs must actively seek input from parents/guardians and students.

1. Distribute parent and student surveys at least once per year to gather feedback on program quality, communication, and student experiences. Surveys must be kept on file for program reviews.
2. Encourage open-ended feedback and suggestions for improvement. Comment/suggestion sheets may be made available in the parent information area.
3. Review and analyze parent and student survey results and make applicable program enhancements as needed.

Program-wide events open to family attendance such as talent shows, art exhibits, and Lights on Afterschool events are encouraged. Provide families who wish to volunteer in the afterschool program with current volunteer requirements. For more information on volunteers, refer to "[Personnel](#)" section.

Afterschool Dismissal Procedure

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

1. The sign-out area must be manned by an afterschool staff member at all times. Only afterschool staff (excluding SR CITs) may be assigned responsibility for sign-out.
2. Only persons listed as an Authorized Pickup in Eleyo may pick up that student. The parent/guardian or authorized persons must report to designated sign-out location and sign the student out utilizing the Eleyo Attendance App and selecting their name from the list of Authorized Pickups.
 - a. Sign-In and Sign-Out and Absent dates recorded on the Child Care Contract Signature Log must agree with dates of student attendance and the SR Attendance Roster submitted in the Early Learning Coalition portal.
3. The *Afterschool Program Limited Authorization for Student Pickup* ([PBSD 2157](#)) must be completed if an emergency requires someone other than persons authorized on the registration form to pick up a student. These persons must show valid photo identification to pick up a student.
4. The *Under Age Pick Up Permission Slip* ([PBSD 2502](#)) must be completed if a parent/guardian requests a minor (middle school or above) to pick up their child. These minors must show valid photo identification to pick up a student.
5. Authorized persons must show valid photo identification upon request by afterschool staff to pick up a student. If a person cannot show proper photo identification and/or is not listed as an authorized person on the registration form, the parent/guardian must be notified and the student will not be released until valid identification and parent/guardian authorization is provided.
6. Parents/guardians are not allowed to meet their children outside the school if they are running late for pick up. All students must be signed out by one of the persons listed as an Authorized Pickup in Eleyo. Sign out must be completed in the Eleyo Attendance App before the child is called to go home.
 - a. Sign-out must be checked by the end of the day to verify that all students present in programming were signed out.
 - b. For those parents/guardians that did not sign their child(ren) out, the site director or designee will need to sign the student out within the Eleyo Attendance App using proxy signature.

- i. This should not be a regular occurrence as sites must closely monitor the sign-out area and should not be accepting students before they are signed in.
 - ii. If the director or designee is not aware of who picked the child up, proxy signature should not be utilized. Instead, attendance will need to be edited in Eleyo the following day.
- c. For any contracts that sign-out was entered by staff (proxy or by editing attendance), a Child Care Contract Signature Log report must be printed at the end of the month and signed by the parent/guardian verifying attendance records.
7. Students may not sign themselves out of the afterschool program.
8. Upon dismissal, students must be sent to the sign-out desk with at least two other students or with an afterschool staff member, excluding CITs.
9. Both biological parents have a right to pick up their child. If no State of Florida court order is submitted to the afterschool program, both parents' names must appear on the student's contract in Eleyo. In the case of a parent prohibited from picking up their child, a copy of the State of Florida court order stipulating this prohibition must be kept in the student's afterschool file (a certified copy of a custody decree of another state may be filed in the office of the clerk of any circuit court of Florida.) This enables the clerk to treat the decree in the same manner as a custody decree of this state, and can then be enforced as a Florida order. For more information, refer to [State Statute 61.13](#).
 - a. Students with court orders on file must be tagged in Eleyo as "Custody/ Court Order".
10. 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.

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. Excessive late pickups beyond 6:00PM may result in dismissal from the afterschool program.

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

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

School Dismissal Procedure for Non-Afterschool Students

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

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

Non-School Day Programs

Non-School Days

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

Summer Program

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

General Interest Programs

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

A specific activity or enrichment class, over and above what is normally offered in afterschool, may be offered to school age students. The instructor with this specific area of expertise must be on the afterschool payroll and paid at the current established rate, plus benefits, for the specific hours the instructor is teaching the activity or class. Additional fees cannot be charged to afterschool families to participate in general interest programs.

The Department of Extended Learning and District elementary afterschool programs have no affiliation or responsibility to outside vendors. A service provider may enter into a lease with the District and provide services at a school site during afterschool hours. Leases are generated at the school site under District guidelines. For more information, refer to the [District 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. School-based enrichment club fees are determined by the school, and the school is responsible for fee collection and documentation. Afterschool staff do not collect fees for school-based clubs.

Contracting Consultants

Guidelines and procedures for consultant contracts are on the [Purchasing Page](#) of the SDPBC Employee Hub. Prior to entering into a consultant contract, refer to [School Board Policy 6.14](#), and review the [Special Events 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 vendor cannot perform services until the consultant agreement is approved and a PO is issued. If services are to be extended, an Amendment to Consultant/ Provider Memorandum of Agreement ([PBSD 1843](#)) must be completed and approved prior to additional services being provided. The afterschool site director must follow the District and school site procedures for issuing payment to a consultant. If the consultant is under a blanket afterschool contract, the afterschool site director must follow the current guidelines for special requisitions to have the consultant paid. All vendors who are offering services to students, including Expanded Learning Opportunities provided by PrimeTime PBC, must be listed and shared with the parent/guardian for their agreement for participation. *Parent/Guardian Consent and Responsibility Statement for Student Participation in Events/Activities* ([PBSD 2680](#)) must be used to document parent/guardian consent. Afterschool staff members must be present and supervising students during all consultant services. Consultants do not count toward staff to student ratios.

Field Trips

In regards to off-campus field trips, refer to [School Board Policy 2.40](#). Site director or principal designee (activity leader or above) must be on all field trips and must bring the following items:

1. Cell phone with number available to parent/guardian(s).
2. Contact numbers for school and camp director.
3. Contact number for bus transportation in case of emergency.
4. *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.
5. Payment for activities (P-Card).
6. Medications, medical information and first aid kits. Medication must be in a locked container.
7. District approved lightning-detector or weather application such as DTN Weather Hub.
8. Daily schedule, with phone numbers of contact person. Leave a copy of this information in the afterschool office as well.
9. Directions to the field trip provided to the driver.

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 [School Board 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 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.

Use of School Bus for Field Trips

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

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

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

For Out of County field trips, contact the Transportation department (561-379-8864) for emergency contacts in other Florida school districts.

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

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

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

Facility Requirements

Public school facilities meet the general standards for housing students. For the purpose of school-age students, facility space allocated to the program should provide a minimum per student of 35 square feet of usable floor space for indoor activity, exclusive of halls, baths, kitchens and storage. Drinking water, telephone and restroom facilities must be available. Room capacities provided by the Department of Health must be posted in all indoor spaces utilized by the program, with the exception of multi-purpose rooms. 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, and cafeterias. Bathrooms must be accessible and in close proximity to students year-round, (including non-school days). Playground areas must be a mix of grassy and hard top surfaces and include a shaded area. All playground equipment must be kept in safe working order. Playground activities must be restricted to fenced-in play areas.

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

Adequate space must be designated for the afterschool office in a practical location for the program. The office must be convenient for student dismissal. A secure location must be available for collection of fees. A computer with connection to the District Portal must be located in the afterschool office. The director must have access to a printer.

A designated space for afterschool staff must be available and include adequate and convenient storage, a list of upcoming trainings and training dates, Emergency Contacts, and information regarding educational and professional development opportunities.

Telephones

Telephone coverage by an adult staff member is required during afterschool program hours. A cell phone must be purchased from the afterschool budget and kept with the afterschool site director during program hours if the budget can sustain the cost of cell phone service. If the program is in a deficit, contact the Department of Extended Learning. During program hours, parents/guardians must be able to contact the afterschool program via telephone. To request a new or upgraded cell phone, complete *District Cellular Device Request* form ([PBSD 2317](#)) and route to principal for approval. For questions regarding district cell phones, contact Javier Rodriguez at 561-357-7546. Voicemail for the afterschool telephone must be current and checked several times daily. Afterschool site directors must have access to a cell phone in case of an emergency. Cell phones must be taken on student field trips away from the school center. Staff cell phones are to be used for emergency purposes only, or when the afterschool phone is not available. For more information, refer to [School Board Policy 3.29](#).

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

Safety

Emergency Equipment, Procedures and Communications

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

1. Portable first aid kit containing 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), non-porous/non-latex disposable gloves in a puncture-proof container, and a water bottle (additional first aid kits must be kept with each staff member).

2. Two separate containers for locking hot and cold medications
3. District emergency manuals:
 - a. *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#))
 - b. *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* specific to Afterschool ([PBSD 2672](#))

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

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

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

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

Lightning Detectors

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

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

Playground and Field Safety

Facilities

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

Staff

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

Afterschool Site Director

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

Playground Supplies

- Walkie-talkies
- Complete first aid kits
- *Student Accident Reports - Afterschool Program Use Only* ([PBSD 2489](#))

- *Afterschool Student Behavior or Incident Report* ([PBSD 2610](#))
- iPad with Eleyo App or roster of students
- Portable water and cups, unless a water fountain is outside

Examples of Inappropriate Activities (including but not limited to)

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

Sports/Outdoor Play Equipment

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

Schools under Construction

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

Accident Reports

The *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) must be carried by afterschool counselors at all times. The afterschool counselor must complete this form anytime an accident occurs during the afterschool program. Once completed, the form must be submitted immediately to the afterschool site director or designee. If an accident occurs and requires first aid, including application of ice, the afterschool site director or designee must complete a *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Information obtained from the *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) must be used to complete the *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Parents/guardians must be notified immediately of any illness or injury to their child, especially head injuries, even if the accident occurs just before the student's normal dismissal time. If a non-parent/guardian picks the student up from the afterschool program on the day of an accident, a copy of the report can be provided to the non-parent/guardian if requested by the parent/guardian upon contact, but the original form must be signed by the parent/guardian. The school principal must be notified immediately of any serious illness or injury. Additionally, an Unusual Incident Report Form must be completed and submitted to ELC to report serious illness or injury.

Behavior Procedures and Student Behavior/Incident Reports

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

Behavior procedures must align with the school behavior plan whenever possible. Positive Behavior Support is the school day plan unless otherwise designated by the principal. School-specific behavior procedures must be approved

by the principal and provided to parents at the time of registration.

Afterschool counselors must carry *Afterschool Student Behavior or Incident Report* ([PBSD 2610](#)) with them at all times. When a student's behavior warrants the completion of an incident or behavior report, it must be completed by the afterschool staff member who witnessed the behavior/incident 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.

Unusual Incidents

An unusual incident is any significant event involving the health and safety of children under the provider's care that disrupts daily operations. They must be reported to 911—police (if applicable), fire or emergency services (if applicable), Palm Beach County Health Department—Licensing Inspector 561-837-5900, Florida Department of Children and Families—Abuse Hotline 1-800-96-ABUSE, and Early Learning Coalition of Palm Beach County—Provider Services 561-214-8000 or <https://www.elcpalmbeach.org>.

Students with Specific Needs

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

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

1. Afterschool site directors must review each Eleyo Child Care Contract for specific student needs.
2. If a specific need is documented in the health information section of the Eleyo Child Care Contract, the afterschool site directors must consult with their school nurse regarding the students' specific needs.
 - a. The afterschool site director must provide the school nurse with a roster of all afterschool students enrolled.
 - b. The school nurse must notify the afterschool site director of any additional medical information they have on students who attend the afterschool program.
 - c. 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 new students enter the program or as specific needs change.**
 - d. 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.

- a. 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.
5. Any and all PBCSD employees whose duties include regular contact with a student with epilepsy or a seizure disorder are required to complete yearly online training in the recognition of symptoms and care of students with epilepsy and seizure disorders. To facilitate compliance, an online course from the Epilepsy Foundation titled, Seizure Training for School Personnel (on Demand), is offered to all District staff through eLearning. For more information regarding Mandatory Seizure Training, refer to Bulletin [#P 26-006 CHW](#).
6. 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](#).
7. For information regarding the restraint of students with disabilities, refer to [School Board Policy 5.181](#) and Professional Crisis Management (PCM) Training.
8. For information regarding RBTs, refer to [Bulletin #P 26-263 DSCOS Collaboration Between Public and Private Instructional Personnel](#) and the ESE Department's webpage: [Collaboration of Public and Private Instructional Personnel](#).
9. Afterschool staff who work with special needs students and perform functions above their normal job description (e.g., feeding, toileting, changing diapers and lifting in and out of wheelchairs) may receive an additional \$1.00 per hour. An email must be sent to Rebeca Robinson-Doby (Rebeca.Robinson-doby@palmbeachschools.org) with the request and required information (justification for the supplement and the staff member's employee ID number). When hiring someone as an afterschool counselor in this position, use the Job Action Form (PeopleSoft) and attach documentation showing the supplement the staff member receives and the specific function they provide. A back-up staff member in the afterschool program may also receive the supplement provided they are an interim or temporary employee, and are trained to fulfill this function. If a student requires diapering, one additional staff member must be present when diapering.

Obtaining Sign Language Interpreting Service for Students

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

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

The form will be sent to the lead interpreter automatically

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

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

Procedures for Dispensing Medication

1. Parents/guardians must complete the Health Information section of the Eleyo Child Care Contract and list any medical concerns or health needs concerning the child.
2. The school nurse may train afterschool staff members working with students with specific special needs. This training will take place on a student-to-student basis and must be completed annually. School nurses provide training during the nurse's regular duty hours.
3. School nurses must instruct the afterschool site director and other afterschool staff as needed on administering medication. The school nurse must complete the *HCDPBC School Health Medication Training Documentation* (PBCHD-SNM form) anytime a staff member receives instruction or re-instruction. The type of training and date must be indicated on the *HCDPBC School Health Medication Training* form from the nurse and must be kept by the afterschool program.
4. For medical issues beyond regular oral medication such as EpiPens/AUVI-Q, nebulizers and asthma inhalers, either the school nurse or an agency nurse will train afterschool staff.
5. For medical issues regarding the use of insulin pumps, Glucagon injections or Diastat suppositories, only an agency nurse may train afterschool staff. The afterschool site director must first attempt to coordinate afterschool staff training with school day staff training. If a separate training is necessary, it must be scheduled with an agency nurse accordingly. To request training from an agency nurse, a *Contracted Agency Nurse Training Request: ESE/504/General Education Child Specific Training for School Personnel* must be completed (HCDPBC School Health form, [SDPBC Employee Hub](#)). A follow up re-instruction training must be completed if doctor's orders change for a student.
6. The assigned nursing supervisor from the nursing agency will make contact with each afterschool program.
7. The *Physician Authorization for Student Medication* (PBCHD-SNF form – provided by physician), must be signed and updated as needed by the physician and parent/guardian and attached to the registration form. If the physician's order is unclear, it may not be accepted and must be rewritten by the physician. Recheck authorization forms regularly. Medication must be kept in its prescription bottle and agree with the authorization form.
8. Students 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](#)).
9. A *Medication Administration Record* ([SDPBC Employee Hub](#)) must be kept and completed by the individual dispensing medication. A copy of the *Physician Authorization for Student Medication* (PBCHD-SNF form) provided by physician must be kept with the *Medication Administration Record*.
10. A *Diabetes Medication Administration Record* ([SDPBC Employee Hub](#)) must be kept and completed by the individual monitoring a student with diabetes and/or administering Insulin. A copy of the *Physician Authorization for Student Medication* (PBCHD-SNF form) provided by physician must be kept with the *Diabetes Medication Administration Record*.
11. Students requiring an anaphylactic medication (EpiPen, AUVI-Q, etc.), 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 must 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.
12. Afterschool staff must contact emergency personnel (911) immediately after a student receives an EpiPen dose or any other emergency medication.
13. 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."
14. Unused medications must be returned to the parent/guardian at the end of the school year, or when the student leaves the afterschool program. Returned medications must be documented on the student's *Medication Administration Record* ([SDPBC Employee Hub](#)).

First Aid Treatment and Emergency Procedures

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

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

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

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

Communicable Diseases and Illnesses

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

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

Crisis Response and Emergency Planning for Afterschool

1. A copy of the school's current *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#)) must be provided to the afterschool director from the school principal or designee. The afterschool site director is responsible for modifying the *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#)) to include the afterschool staff. The afterschool *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#)) must be submitted electronically by the afterschool director and signed by all parties designated on the form.
2. Afterschool staff must be aware of the on-campus and off-campus evacuation areas. The afterschool program must use the same evacuation sites as the school day. All sections of the *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#), eForm) must be completed for use in the afterschool program and include the following information:
 - a. *Crisis Response Team (CRT) Coordinator List*
 - b. *Crisis Response Team (CRT) Personnel, Training, Assignments and Coverage*
 - c. *On-Campus Evacuation School Plan*
 - d. *Off-Campus Evacuation School Plan*
 - e. *Incident Command Post Coordinator Chain of Command*
3. Afterschool site directors and designated staff members must have keys to enter and secure the school building (e.g., code yellow and red lockdowns). No one may move around campus locking doors during a lockdown.
4. Afterschool site directors and designated staff members must have a quick means of communication (e.g., walkie-talkies, bullhorns or the public address system).
5. Afterschool site directors must have the principal's and assistant principal's telephone contact information in case of emergency during afterschool hours.
6. All staff must know the District emergency codes.
7. Evacuation maps with primary and secondary routes must be posted in every room.
8. 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 up-to-date copy of the afterschool program's *Crisis Response Plan for Schools and Ancillary/Non-School Facilities* ([PBSD 2672](#))
 - 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
9. A Severe Weather Plan specific to the afterschool site must be on file, shared with afterschool staff, and must contain the following information:
 - a. Location(s) students will be housed if severe weather conditions are present, including room numbers
 - b. Location of afterschool sign-out area, if different from regular sign-out area
 - c. Instructions for afterschool staff who are in classrooms, multipurpose areas, and outside locations, including re-location areas if necessary
 - d. Tornado Watch and Severe Weather/Tornado Warning instructions for afterschool staff, including student expectations and re-location areas, if necessary
 - e. Instructions for parent communication and walkie communication

Emergency Drills

Emergency drills must be coordinated with school administration and conducted during afterschool program hours. Afterschool Programs must conduct drills in compliance with the Safety Drills Procedures Manual. Drills must be

completed annually. Fire drills must be completed once per month during each calendar month that school is in session. Fire drill documentation must include date, start and end times, duration, weather conditions, pull station used, number of staff present, number of students that participated, and the exit route that was taken (primary or secondary). 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 as outlined in the Safety Drills Procedures manual.

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

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

2. ENROLLMENT INFORMATION AND PROCEDURES

Enrollment

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

Maintaining Enrollment

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

Registration Information

Afterschool is open to all School District of Palm Beach County elementary school students, full-time home education students, Palm Beach Virtual School (PBVS) students, or Florida Virtual School (FVS) students in grades kindergarten through five. Directors must accept enrollment requests in Eleyo for the upcoming school year by the date provided by the Department of Extended Learning annually. All families interested in enrolling their child(ren) in the program must complete a Child Care Contract request for each child in Eleyo. In continuation with the procedures in place when parents submitted paper applications for all students at once, all Eleyo Child Care Contract requests for a family with multiple students will be treated with the timestamp of the first contract submitted for that account. Every effort must be taken to accept all students from one family together.

Upon acceptance into the program, a non-refundable registration fee of \$35.00 per child must be paid within two business days of contract acceptance to secure a student's placement in the afterschool program. For families with no saved payment method on file, the afterschool site director or designee must contact the parent/guardian to notify them of payment required and the timeframe it must be made. An Eleyo Child Care Contract request must be submitted annually for each child the parent wishes to enroll.

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.

The registration fee is:

- \$35.00 per student for morning or afterschool programs, and is non-refundable after the first day of school.
- Placed in Account 6-9525.00 (Afterschool Registration Fees) if collected by cash, check, or money order or in the supply line (551100) in the 1301 budget if collected by credit card or ACH Payment, and may be used for afterschool program expenditures.
- Not required for students registered only for camp days, winter break camp, or spring break camp.
- Valid for the entire school year at any elementary school within the School District of Palm Beach County. A family that has paid a registration fee for afterschool is not required to pay an additional registration fee if the student transfers to another school during the school year. If the student transfers within the first month of enrollment, registration fees must be transferred to the new school the student is attending.

Students cannot be enrolled in the afterschool program if they have any outstanding balances with the District. All afterschool site directors must reference the student's obligation screen in SIS and the account in Eleyo for any balances due prior to enrolling students.

Information on the registration form must be kept current throughout the year. If additional space is needed for information or if a change needs to be made to the original registration contract, the *Addendum to Afterschool Programs Registration* form ([PBSD 2447](#)) must be completed and kept with the Child Care Contract Information Sheet. Parents/guardians must sign the addendum.

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

If a student has a specific need and requires a lower staff/student ratio as indicated on a current 504 Plan, it will be necessary for extra staff to be in place before the student starts.

Priority Afterschool Placements - Teachers

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

Wait List Procedures

All applicants must be accepted into the program, or applicants must be accepted on a first-come, first-serve basis, based on space availability and staffing. In continuation with the procedures in place when parents submitted paper applications for all students at once, all Eleyo Child Care Contract requests for a family with multiple students will be treated with the timestamp of the first contract submitted for that account. Every effort must be taken to accept all students from one family together. 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. Families who enroll for the upcoming school year during the Spring registration period must be notified if they will be placed on a wait list by the date provided by the Department of Extended Learning annually.

Wait lists for entrance into District Afterschool Programs are not supported beyond the following procedures:

When an opening in an afterschool program occurs the next pending contract request in Eleyo will be accepted. If for any reason a parent/guardian declines the opening, the date contacted and the reason for decline (if given) must be noted on the contract show page under notes. If the family will no longer need care for the year, the contract will be removed in Eleyo with a note stating the date and time the family declined the opening. If the family wishes to remain on the wait list for future placement, the contract will remain pending in Eleyo with a note stating the date and time the family declined the opening and the reason for remaining on the wait list.

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

If a student requires special accommodations, the accommodations must be put in place to accept the student before the next student on the specific grade level wait list is accepted.

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

Parent/Guardian Handbook Requirements

A standard parent handbook is posted on the district website for all parents. The handbook is available in English, Haitian Creole, Portuguese, and Spanish. The afterschool program must distribute electronically or in print the below information that is specific to the site:

1. Hours of daily operation (AM and PM)
2. Fee schedule
3. Envision Flyer
4. Telephone number for afterschool office (not the school office) and afterschool cell phone (if applicable)
5. Off campus evacuation plan (including location of student area in case of emergency)
6. Sample program schedule with times and description of activities (e.g., homework, academics and indoor/outdoor activities)
7. Open Door Policy

3. FEES, BUDGET, PURCHASING AND ACCOUNTING

Fee Structure

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

1. Supervision
2. Staff benefits (all staff at 29.15% and medical \$7,500.00, excluding teachers and substitutes)
3. Supplies and equipment
4. Academic enrichment and activities

The afterschool fee structure is based upon an hourly and daily rate. To support families in their budget planning, total annual tuition is calculated and then divided equally into ten monthly payments. There is additionally an option for equal installment payments. Payment of the first installment or the complete month is due at registration prior to student attendance (see fee schedule). Payment for full installment (or payment for total month) is required, even if the student is not in attendance every day, enrolls mid-month or misses a day due to illness or any other reason. Fees are not prorated based on number of days of attendance, they are based on contracted attendance. Payments not made on or before the due dates specified on the fee payment schedule are subject to a late payment charge of \$10.00 per month.

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

Rates/Late Fees

1. Monthly fees for each student in grades kindergarten through five are calculated based upon \$3.70 per hour, although services may not be provided or paid for by the hour nor by the day.
2. A late payment fee of \$10.00 will be issued to accounts for which payments are not received on or before due date specified on the fee payment schedules. These fees are assessed once per month. A one-time late payment fee waiver ([PBSD 2577](#)) is to be issued per family per year.
3. For every minute that a parent/guardian is late in picking up their child, a late pickup fee of \$1.00 per minute per family must be charged.

There is a five-minute grace period for families when picking up students. Students picked up after the five minute grace period incur late pickup fees of \$1 per minute. Ex: A Part-Time student picked up at 4:06PM will incur a \$6 late pickup fee. Students with an approved Afterschool *Part-Time Pick-Up Extension for Qualifying Employees* ([PBSD 2469](#)) have a five-minute grace period and are billed late pickup fees if picked up after 4:50PM. 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, up to the first \$15.00 is waived and the waiver must be documented on the family account in Eleyo as an adjustment. If late pickup fees are waived program-wide for a specific occurrence or emergency, this must be documented on school letterhead. Parents/guardians must be encouraged to pick up their children at the appropriate time.

Consistent late pickup of students in the Part-Time afterschool program may result in the student being placed in the Full-Time program. Late pickups of students in the Full-Time program will lead to termination of afterschool services. Program dismissal ends at 4:00PM for Part-Time students and 6:00PM for Full-Time students. A pickup at 4:01PM or 6:01PM is considered late. While late fees are not assessed until 4:06PM and 6:06PM as a courtesy, the pickup is still recorded as late starting at 4:01PM or 6:01PM and multiple late pickups may result in part-time students being moved to the full-time program or removed from the program.

Collection of Fees

To limit the amount of cash collected, it is important to promote reducing cash collection at schools. Credit cards remain the primary and preferred method of collecting fees at all schools. Best practice is to promote online payments through Eleyo (ACH and credit card) for all fees. All afterschool payments paid by cash, check, or money order must be paid at the afterschool office or the afterschool designated area established for the collection of fees. Afterschool fees must be paid in advance and collected by dates outlined on the fee schedule. Afterschool fees are calculated on a monthly basis and billed in two installments. Fees cannot be prorated due to student absences. Each student has a reserved place in the afterschool program, and fees must be paid to maintain the student's place in the program whether the student is present or not. Payment for the first installment or the total month is due at registration prior to a student's attendance, refer to the appropriate fee payment schedule for the correct amount. Payments not made on or before the due dates specified on the fee payment schedule are subject to a late payment fee of \$10.00 per month.

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

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

ELC/ Agency Subsidized Fees

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

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

Palm Springs

1630 South Congress Ave. Suite 300

Palm Springs, Florida 33461

Riviera Beach

2051 MLK Jr Blvd.

Riviera Beach, Florida 33404

- Applications are reviewed by the ELC staff within 21 days. Families can check on the status of their application at any time by logging into their account. All notifications are made via the email address used to start the process.
- Families are assigned a priority based on guidance provided for the Florida Office of Early Learning and are placed on a wait list.
- Notification of funding is based on the date of application and priority level assigned.

- Once notified, parents schedule a meeting with an ELC staff member to review the family's eligibility for services. Eligibility is based on several factors (age of child, income, family size, purpose of care, etc.)
 - If a family meets the eligibility guidelines and has selected a provider, child care services will begin following the interview.
 - If a family does not meet the eligibility guidelines, they will be provided additional resources and are encouraged to re-apply if there are any changes in the household.
2. Once a parent is found eligible for care they will be able to submit an enrollment to the school of their choice. The school will need to accept that enrollment and then the Coalition will review the enrollment. The schools will accept the enrollment by logging in to the ELC portal and following this path: Enrollment>Manage SR Enrollment> SR Enrollment Requests. The afterschool program must review the certificate before issuing a subsidy credit and the following information must be provided:
 - Date of birth
 - Eligibility code
 - Assessed daily fee
 - Approved start date
 - Site listed as provider
 3. Parents may be eligible for registration reimbursement through ELC. The afterschool director or designee must review eligible families and request payment by logging into the ELC Provider Portal and following the path: Enrollment>Manage SR Enrollment>Registration Fee> Eligible for Payment.
 - a. Before requesting the payment in the ELC portal and issuing a credit to the family, the afterschool director or designee must document the request on the ELC Registration Reimbursement spreadsheet in the shared school folder in Google Drive. This spreadsheet must be used to track reimbursement requests as once they are submitted in the ELC Portal, the student names are no longer listed.
 - b. To request payment, click on the checkboxes next to the students who are enrolled and click Request Payment.
 4. The afterschool site director is required to notify ELC in writing by utilizing the 5/10 Day Absence and Rilya Wilson Reporting Form of any School Readiness funded child that is absent for five consecutive scheduled days with no contact from the parent by the close of the fifth day, or any Rilya Wilson protected child who is absent for one day with no parent contact. If a Rilya Wilson protected child has seven consecutive days of excused absences, both ChildNet and ELC must be contacted. This notification must be uploaded to <http://cs.elcpalmbeach.org>. The parent will be given fourteen days from the fifth (5th) day the child was not in attendance to re-establish care. After five absences are reported, the afterschool program will receive the fourteen-day notice via an email link. If care cannot be reestablished, the fourteen-day notice will serve as the termination notice.
 5. The afterschool program must utilize the ELC Provider Portal to track student status and termination dates. ELC will not provide reimbursement to the afterschool program beyond the termination date indicated on the non-transferrable *Child Care Certificate*. If a student ceases to be eligible for subsidized care prior to the eligibility termination date listed on the certificate, the student will be marked as terminated in the ELC Provider Portal.
 6. Attendance must be submitted through the Provider Portal on or before the third (3rd) business day of each month. If the due date falls on a holiday, submit all required attendance records to ELC on the preceding business day. Attendance received after that day will be processed and paid in the next open payment cycle. All rights to payment are forfeited for attendance reports submitted more than sixty days following the end of a service period.
 - a. ELC Attendance must be re-submitted in the ELC Portal for ELC subsidized students with backdated certificates of eligibility by the third business day of the month following the backdated certificate.
 7. ELC reimbursement is managed through an ACH payment by the sixteenth calendar day of each month, or on the first business day following a weekend or holiday. The Extended Learning Department will utilize reimbursement reports to designate the breakdown of these funds. Once these funds are posted to each afterschool program budget, reimbursement amounts are uploaded to the site's shared Revenue Google sheet in their school Google folder for afterschool director site review. Afterschool site directors can view the reimbursement report via the Early Learning Coalition Provider Portal in the document library folder *Monthly Reimbursement Report*. For questions regarding reimbursement, contact the ELC reimbursement specialist assigned to your school site.

8. Any requests for reimbursement adjustments such as discrepancy, overpayment or underpayment need to be reported and submitted to ELC within sixty (60) calendar days of transmission of the reimbursement summary. Submit requests via the Adjustment Request Form (i.e., adjustments to reimbursement check received on 9/16 are due on 11/6, 60 calendar days). The form is located on the Early Learning Coalition Provider Portal.
9. Parents whose children's fees are subsidized are responsible for all program fees not paid by the subsidizer. A completed and signed *Sign In/Out Requirements and Payment Responsibility of Subsidized Afterschool Program Fees* ([PBSD 2512](#)) must be on file for all children with subsidized fees.
10. The ELC will provide a valid Child Care Certificate to the parent at each redetermination interview. A copy will be provided to the parent to present to the director indicating that care has been approved. In order to view children's redetermination dates and certificates, provider will need to log into the new portal and follow the following path: Enrollment>Manage SR Enrollments> View/Edit SR Enrollments. For redetermination certificates with an updated parent fee, the new parent fee will be reflected on billing for the following installment in Eleyo.
11. Afterschool site directors must email any changes of program address, fax and/or phone numbers immediately to Kiwana Howell at Kiwana.howell@palmbeachschools.org.

Employee Discounts

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

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

Employee discounts of up to 20% must be excluded from wages. The remaining discount credit is reported as wages on the employee's W-2 form. The taxable amount of the 5% difference for the calendar year is imputed as income on the employee's paycheck in December.

School-Based Partial Fee Waivers

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

1. The parent/guardian must first apply for subsidized child care from the [Early Learning Coalition](#). The only exception for the Early Learning Coalition application is in the case of a temporary emergency hardship. A letter from the parent/guardian detailing the hardship must document these requests.
2. The parent/guardian must provide a letter detailing the hardship, copies of W-2 forms, current pay stubs and proof of mortgage/rental payment in addition to completing an *Afterschool Program School-Based Partial Fee Waiver Application* ([PBSD 2159](#)). The parent/guardian and principal must sign the waiver and signed copies must then be provided to the parent, afterschool site director and bookkeeper/treasurer.
3. The principal and afterschool site director must review school-based partial fee waivers every three months to determine whether a continued need exists and/or whether the waiver is still viable at the program site in relation to the site budget. If continued need and viability is determined, a new *Afterschool Program School-Based Partial Fee Waiver Application* ([PBSD 2159](#)) must be completed not to exceed the new three month period. Supporting documentation as outlined on the form must remain current and all forms must be filed together.
4. For auditing purposes, copies of all school-based partial fee waivers and accompanying documentation must be kept in one file in the afterschool office.

Receipting Afterschool Funds

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

Daily Deposits

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

When preparing the daily deposit, money orders/checks and cash must be subtotaled separately on the money calculator/adding machine tape. Then the two subtotals must be totaled together using a money calculator/adding tape printout. At the close of each day, the *Eleyo Finance Deposit Detail Report*, a money calculator/adding tape printout, the *Monies Collected Report* ([PBSD 0180](#)), any yellow copies of the *Afterschool Program Receipts* ([PBSD 1438](#)) and all funds collected must be placed in an envelope and deposited in the school's drop safe. The afterschool site director must verify that totals listed on all deposit documentation match the amount listed on the *Drop Safe Log* ([PBSD 2407](#)), obtain from Supply Warehouse) and deposited into the drop safe. A copy of the *Eleyo Finance Deposit Detail Report*, money calculator/adding machine tape print out and the yellow copy of the *Monies Collected Report* ([PBSD 0180](#)) must be filed together in the afterschool office.

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

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

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

Accounting Procedures – Segregation of Duties

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

1. The account sponsor is the afterschool site director and they are responsible for overseeing activities in the afterschool accounts.
2. The school bookkeeper/treasurer may not be the sponsor of any account. Specifically, the bookkeeper/treasurer may not be the afterschool site director or the afterschool financial management designee.
3. The *Eleyo Finance Deposit Detail 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](#)), obtain from Supply Warehouse) and deposited into the drop safe.
4. The bookkeeper/treasurer’s role is to verify funds collected by others and record those amounts in the school’s official financial records.
5. The afterschool site director must properly complete all *Check Requisitions* ([PBSD 0181](#)). The bookkeeper/treasurer may not complete the requisition.
6. Funds must be deposited in the drop safe daily, and each deposit must be entered onto the *Drop Safe Log* ([PBSD 2407](#)) per the District Drop Safe Log protocol.

Accounting for Revenues

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

- 6-9500.00 Afterschool Fees (*must be transmitted monthly*)
- 6-9525.00 Afterschool Registration Fees
- 6-9650.00 Afterschool Enrichment Activities
- 6-9660.00 Afterschool Donations
- 6-9670.00 Afterschool Staff Attire
- 6-9680.00 Afterschool Fundraising
- 6-9800.00 Camp Fees (*must be transmitted monthly*)
- 6-9870.00 Summer Camp Registration Fees

6-9500.00 Afterschool Fees

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

6-9525.00 Afterschool Registration Fees

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

6-9650.00 Afterschool Enrichment Activities

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

may accrue to this account—the maximum allowable balance at the end of the year is \$750.

6-9660.00 Afterschool Donations

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

6-9670.00 Afterschool Staff Attire

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

6-9680.00 Afterschool Fundraising

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

6-9800.00 Camp Fees

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

6-9870.00 Summer Camp Registration Fees

Fees collected to reserve a slot in summer camp are deposited in this account. These revenues are retained in internal accounts and may be used to fund operating expenditures for the summer camp. Expenditures from this account must follow State and District rules. No adult travel expenses may be paid from this account. Any residual balance shall be transmitted to Accounting Services by October 5 of the new school year.

Operating Budget

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

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

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

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

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

The afterschool site director must request a copy of the Budget Overview from the treasurer monthly unless the afterschool site director has access to the Budget Overview in PeopleSoft. The afterschool site director must work with the treasurer each month to review their 1301 budget and reallocate budget funds to the appropriate accounts to fund the program's payroll and accounts payable to cover any accounts in deficit. Any transfer initiated from a supply account (551100) to another account can be done by the bookkeeper. It is understood that the disbursement of afterschool revenue will not work for all sites as staffing varies based on site needs. Transferring funds from one salary account to another is permitted, but requires an override from budget services. Note that overtime (519990) must be covered with a supply line.

Below are the common salary and non-salary budget lines and their descriptions. For a more information on budget funds, functions, accounts and programs, visit the Budget Services webpage ([SDPBC Employee Hub](#)).

Salary Lines

51XXXX- Salaries:

Amounts paid to employees of the school system who are considered to bin in positions of a permanent nature.

- 516000 Other Support Personnel (SPT): Full Time Staff
- 518400 Part-Time In-System Personnel (PRT): Staff that work in the school day and afterschool
- 518430 Extra Duty Days: Hours staff work outside of their contracted days
- 518450 Extra Time: Hours staff work outside of their contracted time. An example is when a 30 hour employee works more than 30 hours on contracted days.
- 519990 Overtime: Overtime paid for non-exempt staff working about 40 hours in one week.

52XXXX- Employee Benefits:

Amounts paid by the school system on behalf of employees. These amounts are not included in gross salary. Such payments are fringe benefits and, while not paid directly to the employees are part of the cost of employing staff.

57XXXX- Other:

Amounts paid for goods and services not previously classified including other personal services.

- 575100 Temp Employees 6 Months Plus (TMP): Temporary staff that work only in afterschool
- 575200 Other Personnel Services (SUB): SR CIT staff

Non-Salary Lines

53XXX- Purchased Services:

Amounts paid for personal services rendered by personnel who are not on the payroll of the district school board, and other services that the board may purchase.

- 533610 In-County Travel: Reimbursement for in county travel fall under this account
- 537430 Cell Phone Service: Monthly service charges for official district cell phones or hotspots fall under this account.
- 539360 Motivational Enrichment- Contracts: Consultant agreements for afterschool services that benefit the students' overall learning experience would fall under this account.
- 539400 Admissions: Admission fees charged for field trips fall under this account.
- 539900 Other Purchased Services: Expenditures for other purchased services includes charter buses.

55XXXX- Materials and Supplies:

Amounts paid for items of an expendable nature that are consumed, worn out or deteriorated in use.

- 551100, (Function 9110, Program 0000) Supplies: Items of an expendable nature that are consumed, worn out or deteriorated in use for the afterschool program
- 551100, Function 9110, Program 3504 Supplies AfterSchool Registration: Revenue from fees collected to reserve a slot in the Afterschool program are deposited in this account. This account be used to fund operating expenditures for the program and pay for food for staff meetings. Expenditures from this account must follow State and District rules.

- 551100, (Function 9110, Program 6220) Supplies PreK Inclusion Prog Fees: Items of an expendable nature that are consumed, worn out or deteriorated in use for the VPK wraparound program
- 551100 (Function 7902, Program 0000) Supplies Operation of Plant: To be used by the school to replenish custodial items that Items of an expendable nature and are consumed, worn out or deteriorated in use by the afterschool program

56XXXX- Capital Outlay:

Expenditures for the acquisition of capital assets or additions to capital assets. This includes initial equipment, new and replacement of equipment and software

- 564120 Furn-Fix/Equipment \$1,000 and Up: Fixtures and equipment when the price is at \$1,000 or higher per item. This can include furniture, machinery, sound systems, etc.
- 564220 Furn-Fix/Equipment \$999.99 or Less: Equipment priced at \$999.99 or less per item. This can include televisions, speakers, etc.
- 564320 Computer Hardware- \$1,000 and Up (Capitalized): Use this account when the computer (desktop, laptop computer servers, etc.) or electronic device capable of reading, processing and executing software is priced at \$1,000 or higher, per item.
- 564420 Computer Hardware- \$999.99 or less (tagged and tracked): Use this account when the computer (desktop, laptop computer servers, etc.) is priced at \$1,000 or higher, per item. The district has decided to track all computers regardless of price.
- 564430 Computer Hardware- \$999.99 or less (Non-Capitalized): Use this account when the computer peripherals are priced at \$999.99 or less, per item. Examples include printers, keyboard, headphones, mouse, etc.
- 564440 Computer- Mobile Device (Non-Capitalized): Use this account for iPads, Tablets, Kindles, ets. Any items coded to this new account code should be bar-coded and tracked.

Non-Sufficient Funds (NSF) Checks

School sites are not responsible for collecting on Non-Sufficient Funds (NSF) checks. The third-party collection agency, Envision is responsible for collection. Afterschool programs must display flyers notifying parents/guardians to contact Envision on any NSF-related matter. Refer parents/guardians to Envision for any questions and payment arrangements. **NSF payments may not be accepted by the school site.** Schools will receive regular reimbursement checks from Envision.

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

Transmitting Afterschool Funds to the District

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

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

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

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

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

The bookkeeper/treasurer must prepare the check and use the *Remittance Transmittal* ([PBSD 0150](#)) to transmit the check to the Accounting Services department within five days of each month's close. The Accounting Services department will work in conjunction with the Budget Services department to appropriate the fees to the school's afterschool operating budget. These fees must be transmitted no later than October 5 to ensure they are appropriated accurately prior to the closing of the previous fiscal year's accounts.

Use of Afterschool Funds

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

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

Purchasing

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

For purchasing questions, refer to the [Purchasing Manual](#) located on the District website. 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. To safeguard afterschool inventory (e.g., equipment, materials, supplies, snacks, etc.), items must be kept in locked cabinets. Supply rooms must be monitored. At the end of the school year, the afterschool site director or designee must take an account of inventory and ensure supplies are secured for the summer. If problems with loss of inventory occur, the principal must be notified and steps taken to resolve the issue with the appropriate department (School Police and/or Asset Management of Accounting Department).

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](#)). Document custodian must provide receipt books in sequential order. Receipts used in receipt books must be completed in sequential order.

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

Records Retention for Afterschool Audit

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

1. Delinquent Account Documentation- Indefinitely or until balance is paid
 - Delinquent/Credit Accounts Phone Log
 - Delinquent letters on school letterhead
 - *Child Care Contract Signature Logs* for months in attendance
 - ELC Certificates, if applicable
 - Copy of family invoice (*Eleyo Child Care Activity Report*)
 - Amount must be entered on the student's obligation screen in SIS by the data processor
2. Three-year retention
 - Staff Handbook
 - Afterschool Staff Sign-Offs
 - Staff training certificates (for staff no longer employed with the site)
 - Staff walkthrough observation documents
 - *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#))
 - *Afterschool Program Specific Needs Acknowledgment* ([PBSD 2678](#))
 - Monthly Fire Drill Record (email to Principal's Secretary with documentation or PeopleSoft PB Fire/Drill Alarm Report)
 - Medication Administration Record
 - Diabetes Medication Administration Record
 - *Afterschool Programs Registration forms* ([PBSD 1824](#)) or *Child Care Contract Information Sheets* (with questions and answers)
 - Electronic downloads of *Child Care Contract Information Sheets* must be stored on a flash drive and stored in the audit box
 - *Child Care Contract Information Sheets* with missing information must be printed with corrections or signatures from the parent/guardian and must be stored in the audit box
 - Vendor/ School Day Staff Sign In/Out of Afterschool Students, if applicable
 - Student Files (*Afterschool Student Behavior or Incident Report* ([PBSD 2610](#)), *Student Accident Report* ([PBSD 2489](#)), *Afterschool Program Limited Authorization for Student Pickup* ([PBSD 2157](#)), *Addendum to Afterschool Programs Registration* ([PBSD 2447](#)), *Under Age Pick Up Permission Slip* ([PBSD 2502](#)))
 - *Field Trip Permission/Release forms* ([PBSD 0755](#)), if applicable
 - *Medical Disclosure & Acknowledgement of Procedures for Administration of Medication and/or Medical Treatment on Field Trips* ([PBSD 2649](#)), if applicable
 - *Child Care Contract Signature Logs* with parent/guardian signatures for proxy signatures or missing signatures
 - *Parent/Guardian Consent and Responsibility Statement for Student Participation in Events/Activities* ([PBSD 2680](#))
3. Six-year retention (all fiscal records)
 - PCard Receipts
 - Staff meeting agendas and sign-in sheets
 - Deposit Documentation (*Monies Collected Report* ([PBSD 0180](#)), *Eleyo Finance Detail Report*, Money Calculator, Official Receipts)
 - *Afterschool Program Receipts* ([PBSD 1438](#))
 - Fee schedules
 - *Fee Payment Agreements* ([PBSD 2503](#))

- *Late Payment Fee Waiver* ([PBSD 2577](#))
- *Afterschool Program School-Based Partial Fee Waiver Applications* ([PBSD 2159](#)) and corresponding documentation, if applicable
- *Afterschool Part-Time Pick-Up Extension for Qualifying Teachers* ([PBSD 2469](#))
- *Employee Verification for Afterschool Programs* ([PBSD 2476](#))
- *Sign-In/Out Requirements and Payment Responsibility of Subsidized Afterschool Program Fees* ([PBSD 2512](#))
- ELC Certificates (ELC Portal)
- ELC Monthly Attendance (ELC Portal)
- ELC Monthly Reimbursement Reports (ELC Portal)
- ELC Adjustment Requests, if applicable
- *Child Care Contract Signature Logs* with parent/guardian signatures for proxy signatures or missing signatures for students receiving ELC Subsidy

Documented attempts to collect on all delinquent accounts exceeding thirty days must be filed in one file (phone log, certified letters, etc.). All delinquent accounts documentation must be maintained until the balance has been paid (e.g., invoices, copies of sign-out sheets, copies of attendance sheets, etc.).

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

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

Afterschool Software

Eleyo software must be utilized for computerized record keeping in the afterschool program. Training must be completed prior to a staff member receiving a log-in to software. A transfer from each afterschool program budget will be completed annually to pay for software fees and processing fees. Additionally, each month fees will be deducted from revenue collected to pay for processing fees.

Donations

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

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

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

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

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. Snacks may not be sold to individual students and therefore cannot be a form of fundraising.

4. PERSONNEL

Personnel

1. All individuals working in the afterschool program must be at least eighteen years of age and meet all requirements for employment by the School District of Palm Beach County.
 - a. High school students ages 16-17 may work in the program as a counselor in training (Sr CIT). Sr CITs must complete School Readiness Pre-Service training courses and all other required afterschool trainings. OEL/DCF transcripts and certificates must be kept on file. Sr CITs must be under the supervision of an afterschool staff member (excluding other Sr CITs) and are not allowed to cover telephones or the sign-out desk independently.
2. Relatives of the principal, assistant principal, afterschool site director or the afterschool assistant director may not be hired into their school's afterschool program. For more specific language regarding nepotism, refer to [School Board Policy 3.60](#).
3. Full-time afterschool employees must work only the hours assigned to their position and cannot work consistent hours over their assigned work hours. Extra straight time must not be paid to full-time staff on a consistent basis.
4. Overtime for afterschool staff should be discussed with the director of the Extended Learning department to determine its impact on the cost recovery status of the site budget. Planning for staffing needs is critical to avoid overtime expenditures, refer to [School Board Policy 6.12](#) for more information. Fair Labor Standards state that overtime pay for hours worked over forty in a workweek must be paid to all non-exempt employees.
5. The afterschool site director must request Gross and Fringe reports from the secretary monthly, unless the afterschool site director has access to pull Gross and Fringe in PeopleSoft. Gross and Fringe reports must be reviewed by the afterschool site director to ensure all employees on the report paid under afterschool funding strips are current afterschool staff. Gross and Fringe reports must also be reviewed for overtime costs.
6. 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.
7. Regular, full-time staff (e.g., afterschool site directors, afterschool assistant site directors, etc.) must include a thirty-minute unpaid lunch break each workday, along with one fifteen minute break (thirty-hour employees) or two fifteen minute breaks (forty-hour employees).
 - a. Ex: 40 hour Afterschool Director or Assistant Director- 10:00AM-6:30PM; 9:30AM-6:00PM
 - b. Ex: 30 hour Assistant Director or Activity Leader- 12:00PM-6:30PM; 11:30AM-6:00PM
8. The *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be completed for each staff member at least once annually and must be signed by the employee, the afterschool director, and the principal.
9. In-system afterschool staff (PRTs) absent during the school day may still work in afterschool provided they are not sick.
10. 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](#)."
11. A list of afterschool counselor substitutes must be established, utilizing school staff to cover afterschool staff absences. An *Employee Job Action Request* (PeopleSoft) must be completed for all secondary jobs.
12. A backup must be designated in case of Afterschool Site Director absence.
13. Volunteers must be a minimum of fourteen years of age and must be registered in Raptor. Volunteers are registered in Raptor by the front office staff. Volunteers must complete District Volunteer Training and Orientation. The afterschool site director must supervise volunteer sign-in and sign-out sheets. Volunteers must be under the supervision of an afterschool staff member (excluding Sr CITs) when working with students. Sr CITs may not supervise volunteers.

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

Reporting of Abuse to the Department of Children and Families

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

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

Fingerprinting/Badge Renewal

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

In addition to School Police fingerprinting requirements, all employees (including Sr CITs) must be deemed eligible to work with children through DCF's Background Screening Clearinghouse. Once the applicant has received the HR email with a start date, a *Background Clearinghouse Request Form* and *Privacy Policy Acknowledgment Form* ([SDPBC Employee Hub](#)) must be completed and sent through file uploader to [Kathleen Hamilton-Moore](#). The site director will be notified of eligibility results.

Time Collection Device (TCD)

All School Board policies regarding the TCD, (time collection device), shall be followed by all afterschool staff. Full-time afterschool employees must take a thirty-minute unpaid lunch break, i.e., they must be on the clock for a half hour longer than their contracted hours per day.

Payroll

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

Hiring

Afterschool Site Directors

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

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

Afterschool Site Directors on Extended Leave and Interim Afterschool Site Directors

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

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

Afterschool staff are hired by the school site. All afterschool staff hired must be placed on the SR Demographic Sheet in Google Drive for the afterschool site. This sheet must be kept current with all staff currently employed. For information on hiring procedures, visit the [Afterschool Directors](#) page on the SDPBC Employee Hub.

Pay Rates for Afterschool Positions

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

Supplements for Afterschool Positions

Salary supplements for afterschool staff working with special needs students

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

Salary supplement for advanced degrees

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

Salary supplements for afterschool site directors

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

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

Enrollment stipends for afterschool site directors are determined three times per year (including one time for summer camp). The Extended Learning department verifies enrollment numbers in Eleyo on the three dates below. If the date falls on a weekend or holiday, numbers are pulled the following business day.

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

Staffing Allocation Guidelines for Afterschool Programs

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

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

General Guidelines

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

Use of School Day Substitutes

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

Specific Allocation Requirements

District afterschool programs are cost recovery in nature and therefore, any addition of staff beyond the recommendation may negatively affect the afterschool budget. Any variance from the staffing allocation guidelines must be submitted in writing to the Director of Extended Learning. This will ensure effective management of

afterschool payroll costs. The following allocations represent maximum amounts, and therefore additional staffing is usually deemed unnecessary.

Afterschool Staffing Allocation Guidelines

Program Enrollment	Afterschool Staff (includes counselors, certified counselors, and senior CITs)	Activity Leader(s)	Academic Advisor(s)	Assistant Director(s)	Afterschool Site Director
60-79	60-100 hours per week	1 TEMP (< 20 hours)	Up to 4 hours per week		1 SPT (40 hours)
80-99	60-120 hours per week	1 TEMP (< 20 hours)	Up to 6 hours per week		1 SPT (40 hours)
100-119	60-120 hours per week	1-2 TEMPs (< 29 hours)	Up to 8 hours per week		1 SPT (40 hours)
120-159	75-180 hours per week	1 SPT (30 hours)	Up to 10 hours per week		1 SPT (40 hours)
160-199	120-220 hours per week	1 SPT (30 hours)	Up to 16 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
200-249	150-280 hours per week	1 SPT (30 hours) plus 1-2 TEMPs (< 20 hours)	Up to 20 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
250-299	180-340 hours per week	1 SPT (30 hours) plus 1-2 TEMPs (< 20 hours)	Up to 24 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
300-349	210-400 hours per week	1-2 SPT (30 hours) plus 1-2 TEMPs (< 29 hours)	Up to 30 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
350-399	240-460 hours per week	1-2 SPT (30 hours) plus 1-2 TEMPs (< 29 hours)	Up to 34 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
400-449	270-500 hours per week	2 SPTs (30-40 hours) plus 1-2 TEMPs (< 29 hours)	Up to 40 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
450-499	300-560 hours per week	2 SPTs (40 hours) plus 1-2 TEMPs (< 29 hours)	Up to 44 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
500-549	330-620 hours per week	2 SPTs (40 hours) 1-2 TEMPs (< 29 hours)	Up to 48 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
550-599	360-680 hours per week	2 SPTs (40 hours) 3-4 TEMPs (< 29 hours)	Up to 52 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
600-649	390-740 hours per week	2 SPTs (40 hours) 3-4 TEMPs (< 29 hours)	Up to 56 hours per week	1 SPT (40 hours)	1 SPT (40 hours)

Notes

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

Students with Disabilities

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

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

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

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

- Part-time afterschool site directors may be hired. If a part-time afterschool site director is hired, it is imperative the position be confirmed as part-time by the Extended Learning department prior to placing anyone in this position.
- In order to ensure the afterschool director has a backup, a part-time activity leader can be hired, but must supervise a group during the highest attendance hours (usually the first two program hours daily).
- The afterschool budget cannot sustain the cost of a Temporary Administrative Support person, nor a General Interest Instructor.
- The most accurate way to determine staff hours within the range is to utilize the afterschool impact tool. This tool is highly recommended to track all expenditures (including payroll) and revenue.

Staff Recruitment

Refer external applicants to the [Careers Page](#) on the district website for advertised positions and instructions. Provide a listing of the specific available job openings and positions for the afterschool program. Purchase business cards to have easily accessible when meeting potential applicants. Get a free membership to [Afterschool Alliance](#) for recruiting tips and more. Advertise on the school marquee, school newsletter, banners hung at the school site, and on job recruitment websites such as Indeed and Handshake. Current afterschool or school day staff may help recruit qualified and interested candidates and provide information to potential applicants on how to apply. Notify the Department of Extended Learning of any Full-Time vacancies to assist in recruiting qualified candidates from other program sites.

Qualifications for Afterschool Positions

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

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

Promoting a CIT to a Counselor

Procedure for Promoting a CIT to an Afterschool Counselor

1. The staff member must be eighteen years of age.
2. Prepare an *Employee Job Action Request* (PeopleSoft) with the classification change.

Staff Handbook Requirements

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

Staff Job Related Injuries

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

1. The staff member must report the injury to their supervisor (the afterschool site director or designee).
2. The afterschool site director must complete the *First Report of Injury or Illness Form* (DWC-1) located on the Safety Matters Resource Center> Workers' Compensation> After Hours. (<https://palmbeachschools.sharepoint.com/sites/SafetyMatters>) Give the form to the school secretary who will input the claim into PeopleSoft.
3. A copy of the form must be provided to the injured staff member to take to the medical provider, including the page containing the "Helio Prescription Form".
4. Injured worker must choose a provider from the Workers' Compensation Authorized Primary Care Walk-in Clinic Physicians List. This list is updated periodically on the Safety Matters Resource Tile under "Workers Compensation".
5. Do not send the staff member to the emergency room unless the injury is life threatening. Follow-up with all staff members injured on the job and direct them to the Risk Management department if they have questions.
6. The staff member must see a physician and may be given work restrictions via the Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form (DWC-25), provided by the physician. If an employee is sent to the emergency room, they must follow up with one of the authorized providers in order to complete the form.
7. The afterschool site director must request a copy of the (DWC-25) form from the injured worker after each physician visit.
8. The afterschool site director must determine whether the restrictions can be accommodated. If restrictions cannot be accommodated, they must contact the Risk Management department at 561-434-8677 or 561-434-8176.
9. If there are no physical restrictions, the staff member may return to their regular job.

For after-hours injuries or questions on care, call Davies Group (After Working Hours) 1-877-326-5326.

To obtain complete information, refer to the Safety Matters Resource Center (District Employee Portal Tile).

Staff Training Requirements

All afterschool staff must sign a *Staff Sign Off* ([SDPBC Employee Hub](#)) annually, which must be kept on file, indicating they have read and understand the following materials:

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

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

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

Afterschool Site Directors

- Director Meetings (throughout school year)
- Autism Spectrum Disorder/ The Arc/ FAU CARD
- Fiscal trainings
 - Mandatory Eleyo Trainings
 - Fiscal Management Training
 - Summer Camp Budget (summer camp sites only - must be taken annually)
 - Internal Accounts Sponsor Trainings (eLearning, annually)
 - P Card Training (eLearning, annually)
- Additional trainings as specified by District

Upon completion of School Readiness pre-service training requirements, all staff must complete a minimum of ten hours of in-service afterschool related training annually, including Sr CITs. First Aid/CPR/AED and Bloodborne Pathogens trainings must be completed annually or as certifications expire. Trainings completed must be documented on In- Service Training Record, OEL CF-FSP 5268 ([SDPBC Employee Hub](#)). Training certificates or other supporting documentation must also be kept on file.

Additional Trainings Accepted for Annual Requirements

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

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

Professional Crisis Management (PCM) Training

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

Training Expenses

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

Afterschool Job Performance Reviews and Walkthrough Observations for Staff

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

It is best practice that new afterschool site directors, or afterschool site directors at new schools, review all staff within the first two months of receiving their assignment. New staff should be reviewed after their first thirty days to assess their strengths and identify areas of growth. Staff may be reviewed at the afterschool site director's discretion to assist staff in improving job performance. In addition to Job Performance Reviews, walkthrough observations must be completed throughout the year and written documentation of walkthrough observations must be kept on file (Afterschool Walkthrough Form [[SDPBC Employee Hub](#)] or other written walkthrough notes).

Completed *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be discussed with individual staff members in a private setting conducive to dialogue between the afterschool site director and the employee. The afterschool site director, the employee and the principal must sign the forms and the employee must be given a copy.

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

Staff Termination

Temporary Afterschool Staff

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

1. The afterschool site director must discuss the situation with the principal.
2. The school principal must inform the staff member of the termination.
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, DCF, etc.). Additionally, an Unusual Incident Report Form must be completed and submitted to ELC.

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.). Additionally, an Unusual Incident Report Form must be completed and submitted to ELC.

5. NON-DISCRIMINATION POLICY

NON-DISCRIMINATION STATEMENT

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

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

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

Americans with Disabilities Act (ADA)/Accommodation

Compensation & Employee Info Services

3300 Forest Hill Boulevard, Suite A-115, West Palm Beach, FL 33406

Kristine Poznick, HR Specialist/ADA

pbsd-ada@palmbeachschools.org

ADA Hotline: 561-434-8360

Phone: 561-434-8612; Fax: 561-434-7318

Equal Employment Opportunity (EEO)

Alejandra, Toca, HR Manager

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: 561-307-2426

TitleIX@palmbeachschools.org

Americans with Disabilities Act (ADA)/504 Students Coordinator

Kimberly Doyle, Manager

Exceptional Student Education

3300 Forest Hill Boulevard, Suite A-203, West Palm Beach, Florida 33406

Phone: 561-434-8817

kimberly.doyle@palmbeachschools.org

Americans with Disabilities Act (ADA)/Facilities

Angel Garcia, ADA Title II Coordinator

Building Code Services

3661 Interstate Park Road North, Suite 200, Riviera Beach, Florida 33404

Phone: 561-882-1922

angel.garcia@palmbeachschools.org

Gender Equity in Athletics/Title IX

Valerie Miyares, Athletic Manager

Support Services

3300 Forest Hill Boulevard, Suite C-216, West Palm Beach, Florida 33406

Phone: 561-434-7341

valerie.miyares@palmbeachschools.org

Florida Educational Equity Act Coordinator

Janina Simmonds, Manager

Student Health and Wellness

3300 Forest Hill Boulevard, Suite C-316, West Palm Beach, FL 33406

Phone: 561-434-8032

janina.simmonds@palmbeachschools.org

Reporting & Grievances

To report sex discrimination or harassment, submit a complaint to the Title IX Coordinator. The School will promptly respond to complaints according to its grievance procedures.

Additional Information

For additional information about Title IX, visit palmbeachschools.org/titleix. You can find your school's Title IX Coordinator under the School Info tab on your school's website.