

## Afterschool Site Director Program Documentation Essential Recordkeeping

### August

- Attend beginning of school year meeting with teachers (keep copy of agenda)
- Create a notebook for all staff information including training records
  - This notebook should include the staff training log
  - Please see the Afterschool Programs Operational Manual for Training requirements
- Conduct 3 hour staff orientation meeting (keep copy of agenda and sign-in sheet)  
Staff should sign off after receiving the following (keep a log for documentation):
  - Playground safety training
  - Staff handbook (keep a copy for documentation)
    - See Operational Manual 4-13 for requirements
  - First four (4) sections of the Operational Manual
  - Child Maltreatment manual
  - Job description and responsibilities
  - Parent handbook (keep a copy for documentation)
    - Includes:
      - Schedules
      - Registration procedures
      - Fees
      - Late pick-up fees
      - Snacks
      - Discipline policies
      - Health policies
- All parents must complete registration forms and should receive parent handbooks
  - Original registration forms must be kept in a binder
  - All registration forms must be properly completed
  - If necessary have parents complete signature cards
  - Parents must sign that they received and read the parent handbook and understand all afterschool policies
  - Obtain a Net Consent Waiver (PBSD 1850) from parents
- Review registration forms in order to identify any students with specific needs or custody issues
  - All special needs must be noted in the *Specific Needs Notebook*
    - The director and at least one other staff member must be trained in addressing specific needs
    - Staff members should sign that they understand the confidentiality policy
    - The school nurse should be consulted for any training necessary
  - Any custody court orders obtained must be filed in a separate red notebook
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file
- Create Crisis Response Plan for afterschool
- Create a severe weather plan
- Post emergency numbers where all staff can see
- Post snack schedules where parent/guardians can see

## September

- Attend the mandatory Director/Principal Meeting (keep a copy of the agenda)
  - All registration for training will be done through TrainU
- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
  - Review afterschool Crisis Response Plan (staff should sign that they receive a copy)
- Schedule at least 4 emergency drills with the principal- when they are conducted they will need to be put into PeopleSoft
- Complete first drill (keep a copy of the PeopleSoft report)
  - Complete one of the following. Each drill should be completed once (minimum of 4 per year).
  - Fire
  - Tornado
  - Crisis Response
    - Yellow
    - Red
    - White
    - Blue
- Ensure that all staff are CPR certified (keep copies of their certificates)
- Ensure that all staff have attended *Positive Ways to Work with Children*
- By the end of September attend a PTO/PTA/SAC advisory meeting
- Involve students in the program- surveys, suggestion boxes, etc.
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## October

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Complete second drill- October is fire safety month (keep a copy of the PeopleSoft report)
  - Complete one of the following. Each drill should be completed once (minimum of 4 per year).
  - Fire
  - Tornado
  - Crisis Response
    - Yellow
    - Red
    - White
    - Blue
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## November

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Complete third drill (keep a copy of the PeopleSoft report)
  - Complete one of the following. Each drill should be completed once (minimum of 4 per year).
  - Fire
  - Tornado
  - Crisis Response
    - Yellow
    - Red
    - White
    - Blue
- By the end of November attend a PTO/PTA/SAC advisory meeting
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## December

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## January

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Make sure Crisis Response Plan is updated to include changes in staff if necessary
- Complete fourth drill (keep a copy of the PeopleSoft report)
  - Complete one of the following. Each drill should be completed once (minimum of 4 per year).
  - Fire
  - Tornado
  - Crisis Response
    - Yellow
    - Red
    - White
    - Blue
- By the end of January attend a PTO/PTA/SAC advisory meeting
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## February

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## March

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## April

- Conduct monthly staff meeting (keep copy of agenda and staff sign-in)
- Involve students in the program- surveys, suggestion boxes, etc.
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file
- By the end April, at minimum, 1 Job Performance Analysis must be completed for each staff member

## May

- Staff monthly meeting (keep copy of agenda and staff sign-in)
- Involve parents in the program- Newsletter, surveys, flyers for events
- Post snack schedules where parent/guardians can see
- Create weekly schedules with time and room locations
  - Specific lesson plans must also be kept on file

## Monthly Fiscal Documentation

- Obtain a copy of the monthly general ledger (internal accounts) and file it
  - Use this to find the amount needed for monthly transmittal of funds from 6-9500
- Obtain a copy of the Gross and Fringe report monthly and file it
  - Use this report to track staff pay and overtime
- Obtain a copy of the Budget Overview monthly and file it
  - Use this report to monitor your budget and ensure it remains within cost recovery guidelines

- As you deposit money, keep a copy of the cash received reports along with the copy of the monies collected form and official receipt given to you by the treasurer
- Each pay period update the payroll impact tool (twice monthly)
- Send your aging report and ledger audit report in by the 15<sup>th</sup>
- Keep a file with all subsidizer information
  - Vouchers/Certificates
  - Copy of attendance- turned in by the 4<sup>th</sup> day of the month
  - Reimbursement report
  - Copy of check
- At the end of each month file FTE reports
- At the end of each month file the sign-out sheets and attendance sheets together
- At the end of each month back up your database onto a CD and store it in the treasurer's office or school vault
- Keep all special payment plans/fee payment arrangements filed together in one file
- Keep any school based fee waivers (and all pertinent documentation) together in one file
- Keep documentation of all attempts to collect delinquent accounts in one file (i.e. copies of letters mailed out)
- Keep a consistent late fee ledger
- If you are the payroll contact for afterschool keep any Missed Punch reports on file

For more in depth information regarding afterschool procedures please refer to the Afterschool Programs Operational Manual.

For samples and resources please visit the resource page of the Department of Afterschool Programming website.