The School District of Palm Beach County
Division of Educational Alternatives and Interventions
Department of Afterschool Programming

DISTRICT 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 Afterschool Programming staff regarding afterschool.

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The School District of Palm Beach County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, race or religion.
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1. AFTERSCHOOL PROGRAMMING DESCRIPTION AND OPERATION

Introduction

The School Board of Palm Beach County and its approved board policies provide the framework under which all after-school programs operate. It is the responsibility of the after-school site director to be knowledgeable of and operate within School Board policies and procedures (refer to http://www.palmbeachschools.org/policies/ for more information).

There are currently 96 District elementary after-school programs in operation.

School Board Policy 8.131 incorporates guidelines for all District elementary after-school programs. Policies and procedures are reviewed by the Afterschool Advisory Committee, which recommends program revisions. The District Afterschool Programs Operational Manual (Operational Manual) serves as the handbook in which program protocols and procedures are detailed for implementation.

The Afterschool Programming department operates under the Division of Educational Alternatives and Interventions. 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, and therefore sufficient funds must be generated in order to budget for these programs. Questions may be addressed to the Director of the Afterschool Programming department (687-6387.)

More than 78% of all school age students live in homes in which both parents are working outside the home. As the number of single parent and dual-worker families has soared, it is now an exception when a child between the ages of five and fourteen has a parent available to provide companionship; supervision and guidance during the hours and days schools are closed. The need for quality after-school options for elementary students is critical.

Afterschool Programming Philosophy

The purpose of the Department of Afterschool Programming is to facilitate opportunities for quality after-school programs which meet the fundamental needs common to all students during after school hours. 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 Afterschool Programming is to provide high quality after-school opportunities for all students in Palm Beach County.

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

Afterschool Program Description

Afterschool programs provide a structured, safe and enriching program for Palm Beach County School District elementary students and include:

- Academic enrichment and intervention through engaging interactive instruction
- Social/emotional development
- Cultural arts exposure and enrichment
- Recreational and leisure activities

Quality programs provide for family and student needs for out-of-school time before and after school hours.
Afterschool Programming Description and Operation

Afterschool Hours

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

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

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

- Full-time program (three hours)
- Part-time program (one hour)

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

Starting an Afterschool Program

1. **Request authorization to open a program.** The principal must contact the Afterschool Programming department (687-6387) to request authorization and start-up funding for implementing a program at their school.

2. **Identify resources needed to run a program.** Facilities, staff and equipment must be in place before a program begins. Start-up funding is available through the Afterschool Programming department.

3. **Advertise for and hire an afterschool site director.** The Afterschool Programming department can assist with recruiting and interviewing. Please advise the department when an afterschool site director is hired. Department staff will provide the new afterschool site director with training.

4. **Hold registration.** A registration fee of $25.00 is required with a completed Afterschool Programs Registration (PBSD 1824) for each student accepted into the afterschool program. Families receiving subsidies are required to pay registration fees, and must be issued a subsidy credit for registration. The registration form and subsidy voucher must be collected and must be correctly entered into the afterschool program’s management software, EZ-Care2.

5. Student enrollment of eighty FTEs in afterschool provides a “break even” point for budgeting with basic staffing and programming. Programs with fewer than eighty students enrolled may have difficulty remaining in cost recovery and may not be able to support the activities necessary to meet quality program requirements.

6. **Designate a room for the afterschool office.** The room must be convenient for student dismissal with consideration for security regarding collection of fees.

7. **Purchase equipment and supplies.** Start-up funding is available to assist the school towards the purchase of an afterschool computer and printer; the program management software, EZ-Care2; walkie-talkies (enough for every afterschool staff member and the afterschool site director); Afterschool Program Receipts (PBSD 1438, order from Supply Warehouse); and other necessary supplies. The principal must submit the Afterschool Program Special Project Fund Application (PBSD 1873) to the Director of the Afterschool Programming department.

8. **Establish a schedule.** Afterschool programs operate the 180 days schools are open. A program may include additional days such as vacation or teacher planning days with approval from the Afterschool Programming department.

9. **Establish a curriculum.** Afterschool programs are independent of all other District programs for primary instruction (e.g., PreK-12, Exceptional Student Education, Federal Programs, etc.). Emphasis is on programming in the interest areas of art, music, computers, physical activity and academics.

Morning Program Requirements

1. Morning programs must operate for at least one hour.
2. A flat fee for the morning program is based upon the current afterschool hourly rate.
3. A minimum of ten morning-enrolled students is required in order to be fiscally sustainable.
4. Morning programs must maintain the 1:18 staff/student ratio.
5. The afterschool site director; assistant site director; or afterschool staff with a minimum of thirty semester hours of college, or 120-hour School-Age Certification and fifteen semester hours of college, may oversee the morning program. Only afterschool staff may provide supervision of students in the morning program.
6. Sign-in sheets must be completed and attendance must be taken daily as students arrive in the morning program.
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. An evacuation plan must be kept with the staff for their morning location.
10. Written arrival and dismissal procedures must be in place for safety purposes.
11. Students not enrolled in the morning program may not participate in the program.

Prekindergarten Program Requirements

1. A minimum of ten prekindergarten-enrolled students is required in order to be fiscally sustainable.
2. Monthly fees for each prekindergarten student are calculated based upon a $3.68 per hour rate, although services may not be provided or paid for by the hour.
3. The Afterschool Programming department provides Turtle Tykes Curriculum (developed by Healthy Lifestyle Choices) at no cost to the afterschool program. This developmentally appropriate curriculum must be implemented throughout the school year. Afterschool site directors can contact Susan Lowenthal (640-1161) to obtain curriculum.

Any questions regarding the prekindergarten program may be addressed to Susan Lowenthal (640-1161).

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.

Partnerships with Outside Agencies

The principal must work with the community-based organization (CBO) and the Afterschool Programming department when entering into any partnership with an outside agency impacting the afterschool program. A Memorandum of Understanding (MOU) must be developed and approved by the School Board prior to the afterschool program’s acceptance of students sponsored by an outside agency.

Program Quality and Fiscal Reviews

Review and evaluation of District afterschool programs is ongoing and includes an annual review of quality indicators of afterschool standards, program management, programming, training and interaction with families as well as a fiscal compliance review and review of all billing and enrollment data for the program. The results of these are shared with the principal, afterschool site director and area superintendent. They allow District personnel, principals and afterschool site directors to note and make adjustments to the program, align program implementation to District protocols and allow principals and afterschool site directors to note the effective practices already in place.
It is the responsibility of afterschool site directors to be versed in all aspects of the review documents and tools. Afterschool site directors must provide orientation regarding all review materials with staff at the orientation meeting.

**Staffing**

The required ratio for staff to students in prekindergarten is 1:12. The ratio for kindergarten students is 1:15, and the ratio for students in grades one through five may not exceed 1:18 or 1:25 with a counselor in training (CIT). CITs may not be included in ratios on water activities or field trips. For programs serving PreK ESE students, discretion must be used to adjust staffing ratios to meet the needs of the students served.

At least one afterschool staff member certified in First Aid/CPR/AED must be on duty at all times, although all staff must receive certification within six months of employment (refer to “Staff Training” for more information).

Afterschool counselors and certified counselors may work no more than twenty hours per week on a regular basis. Occasionally (weeks with PDDs, 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 medical benefits (any benefits paid come out of the school’s afterschool program budget).

**Daily Activities**

Afterschool programs must include the following daily activities:

1. **Homework completion time of at least a half hour.** If this service is provided through age grouping, students with no homework may work on other active learning projects brought from home or provided by afterschool. These materials must be age-appropriate reading, math, science, geography, match games, puzzles or other activities. 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. **An indoor snack time of a minimum of fifteen minutes.**

3. **Academic enrichment a minimum of two to three hours per week.** District-developed academic initiatives provide options in all curricular areas. Computerized educational programs, reading, math, science initiatives, educational games, story time, educational movies or other academics are other acceptable choices. The schedule for academics must be flexible so each student has the opportunity to participate. Program time may be used in a rotating schedule so all students may participate in one or more academic components. The afterschool site director is responsible for keeping documentation of all schedules and lesson plans. A balance of creative educational activities in reading, writing, math, science, and geography and games, computer software and hands-on activities must be developed. The afterschool site director is responsible for keeping the principal updated on all afterschool activities.

4. **A minimum of thirty minutes in every three-hour block of time for outdoor physical play, or vigorous physical activity.** When inclement weather or other circumstances prevent outdoor play, indoor activities replacing scheduled outdoor play must allow for physical activities.

5. **A variety of other activities using the designated classrooms (e.g., cafeteria, computer labs, media centers, art rooms and music rooms).** Classrooms must be provided to supply appropriate and suitable space. It is recognized that the school facilities are the property of the District and therefore may be designated by the principal for use by the afterschool program.

6. **All programs must provide scheduling for all of the above and for additional clubs that may be offered on a rotating schedule (e.g., 4H Clubs, Junior Achievement, Center for Creative Education, chess club, cooking club, etc.).** All clubs must have an afterschool staff member in attendance at all times.

The schedule must be flexible and work on a rotating basis. Afterschool counselors must continuously circulate during all activities. All afterschool staff and parents/guardians must have access to the schedule. Documentation must be kept on each week’s schedule followed by each activity’s lesson plans. This documentation must be available for review by District personnel.
Afterschool activities must be creative in nature. Activities must be hands-on whenever possible to stimulate learning. Programs must provide a variety of high interest/age-appropriate activities for the students involved. Creative student work must be displayed. There must be ongoing student recognition.

**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 Afterschool Programming department arranges annually with a video licensing company 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. The purchase of multiple movie licenses is prohibited.

Once a license is purchased for the school year, approved videos may be shown. The Education Network (TEN) also has approved videos for use by District programs. To order these videos contact Marylyn Roberts (738-2920). Videos will be ponied and must be returned in the same manner.

Parents/guardians must sign the Permission to View 'Rated' Materials form (PBSD 1994) before their children may watch rated movies during afterschool. This form is required for afterschool even if the parent/guardian has signed the same form for the regular school day.

**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 (refer to School Board Policy 8.123 and the District’s Information Technology (IT) User Standards and Guidelines Manual for more information).

**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 (refer to School Board Policy 3.29, School Board Policy 2.501, School Board Policy 3.29 and the District’s Information Technology (IT) User Standards and Guidelines Manual for more information).

**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 (refer to School Board Policy 2.50, School Board Policy 2.501 and the District’s Information Technology (IT) User Standards and Guidelines Manual for more information).

**Sample Afterschool Student Schedule**

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 stages. Students must have choices within the schedule and be allowed to assist in the rule-making process within their
groups. All students must have the opportunity to participate in the following categories of activities each week:

- Homework with assistance
- Fine arts (e.g., arts and crafts, music, dance, dramatic play, etc.)
- Playground and organized activities (such as group games)
- Academic enrichment (emphasis on reading, science and math)
- Clubs (e.g., 4H, cooking, chess, etc.)
- Snack meeting current USDA regulations and District guidelines

**Academic Enrichment**

Afterschool participants must receive a minimum of two to three hours of academic enrichment per week. This time may include academic games, computers, packaged academic programs, academic arts and crafts, story time and related activities, learning through song, academic videos and related activities, clubs (e.g., language, gardening, sign language, etc.), tutoring and academic programs. Any of the following options may be utilized:

- Request academic initiatives offered by the Afterschool Programming department (STEAM, Explore Literacy and Give ‘em a Boost) using the Afterschool Academic Initiative Request (PBSD 2477, eForm)
- Obtain materials from sources such as the Sun Sentinel and Resource Depot
- Utilize academic advisors to assist staff in developing academics and to oversee implementation with guidance from the afterschool site director

**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 Division of Human Resources website.

**Procedures for General Interest Programs**

1. A specific activity or enrichment class, over and above what is normally offered in afterschool, may be offered to school age students at no additional cost to the students. (If the afterschool budget will support these additional programs, then no additional fee may be charged.) 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 their specialty. A one-time activity fee is allowable for materials, costumes, etc. if the activity is not offered to all students.

2. If an outside consultant is considered for provision of a specific activity, (e.g., karate, dance, music instruction, etc.), the afterschool site director and consultant must complete and submit a School District Consultant Agreement Packet (PBSD 1420) prior to services being rendered. 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.

3. 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 (refer to the Real Estate Department website for more information). 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. It is the responsibility of the service provider to:
   a. Pay for the facilities rental on the school site for the duration of the program. The principal is responsible for initiating the pre-qualification inquiry to determine if the provider is profit or non-profit by consulting the matrix in School Board Policy 7.18.
   b. Collect fees from students.
   c. Provide a certificate of liability to cover potential accidents.

The Department of Afterschool Programming and District elementary afterschool programs have no affiliation or responsibility to outside vendors.
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. School-based clubs are usually held within the first half hour of school dismissal. Funds for these clubs are in the school day budget. The principal and a team usually select teachers from the school day to teach enrichment clubs based on education and talents in specific fields.

Families usually register on a first come, first serve basis for these clubs in September. Students from the school day and afterschool must be offered equal opportunities to register for these club programs. There are no fees for these school-based clubs outside of possible material fees required for the club.

**Contracting Consultants**

Guidelines and procedures for consultant contracts can be found under [Consultant Agreements](#) on the Purchasing department website (refer to [School Board Policy 6.14](#) for more information).

Bounce house rentals require the owner of the bounce house to provide a general liability insurance policy for one million dollars and name The School Board of Palm Beach County as an additional insured. The owner is also responsible for setting up and taking down the bounce house and for “running i.e. administering” the bounce house (attendant care: assisting students in and out, capacity limits, conduct in the bounce house, etc.). District personnel are not to be involved in any capacity.

**School Day Release to Afterschool**

All students must report to afterschool directly after school dismissal. Written procedures must be in place for student dismissal from the regular school day to the afterschool program, stipulating where students will be at the start of the afterschool program each day. These procedures must be distributed to all regular school day teachers and included in all substitute teacher folders.

Afterschool students may remain in their regular day teacher’s classroom after dismissal if:
- The afterschool site director has received signed permission from the parent/guardian to do so.
- The regular day teacher comes to the afterschool program to sign-out the student.
- 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 by Supplemental Education Services vendors who fall under one of the three vendor categories provided by the Purchasing department if:
- The afterschool site director has received signed permission from the parent/guardian to do so.
- The vendor/tutor comes to the afterschool program to sign-out the student for that specific purpose.
- The vendor/tutor brings the student back to the afterschool program and signs the student back into the program (afterschool students may NOT be released to their parents/guardians by the vendor/tutor; they must be returned to the afterschool program as the program is responsible for releasing the student to their parent/guardian or authorized designee).

**Students from a Different Home School**

When students attend a 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.
- In addition, the afterschool site director at the home school should 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 parents/guardians 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.
- Students arriving to afterschool from another school must walk from the bus drop-off point to the
Afterschool Programming Description and Operation

After school sign-out desk (or designated area) and sign or print their names prior to proceeding to their group.

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.

Attendance

All students must report to the afterschool program directly after school dismissal. Attendance must be taken utilizing the Monthly Attendance report (EZ-Care2). This report must be submitted to the afterschool office within fifteen minutes of program start time. Counselors must maintain a roster at all times for their reference.

For all students not present for attendance, afterschool site directors should check their names against the school absentee list and early dismissal list. 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 and ascertain the whereabouts of the student.

If a student attends a magnet school, receives transportation by bus back to the home school or neighborhood, and wants to attend the home school afterschool program, their parent/guardian must furnish a notarized letter stating the student is responsible for signing in to the afterschool program daily.

Students absent during the school day may still attend the afterschool program, provided they are healthy and their parent/guardian has signed them into the program. 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.

Snacks

The afterschool program must provide daily snacks for all afterschool students. Snack fees range from $0.00 to a maximum charge of $.75 per day and are collected monthly. All parents/guardians must pay program snack fees. Afterschool programs participating in the Reimbursable Snack Program may not charge a snack fee.

Hand washing or sanitizing must take place prior to snack distribution and before cooking activities. Napkins or paper towels must be made available. Snacks must be served and eaten inside unless a specific outdoor activity with snack has been planned.

A snack time of at least fifteen minutes must be scheduled within thirty minutes of the start of the afterschool program unless snack was provided to the entire school after 2:00PM. Snacks served in the afterschool program must meet the United States Department of Agriculture’s “All Foods Sold in Schools” standards, also referred to as “Smart Snacks in Schools” (refer to USDA Tools for Schools: Focusing on Smart Snacks for more information). These standards are outlined below:

- Food must be a “whole grain-rich” product; or have as the first ingredient a fruit, vegetable, dairy or protein; or be a combination food that contains at least ¼ cup of fruit and/or vegetable; or contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D or dietary fiber).
- Snack items must be less than or equal to 200 calories.
- Snack items must contain less than or equal to 230 mg of sodium.
- Total fat must be less than or equal to 35% of calories; saturated fat must be less than 10% of total calories; and trans fat may not exceed zero grams.
- Sugar must be less than or equal to 35% of the weight from total sugars in foods.
- Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item provided.
- Beverages may be no more than eight ounces, and may include plain water (with or without
carbonation), unflavored low fat milk, unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP, 100% fruit or vegetable juice and 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

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. Food items prepared at home may not be given to afterschool students. The use of vending machines for afterschool snacks is prohibited. Snacks may not be sold to individual students.

Occasional exceptions may be made to the above guidelines, as long as snacks are served more than thirty minutes after school dismissal. These exceptions may occur no more than two to three times per month and should be used for special occasions or celebrations within the afterschool program.

Afterschool programs participating in the Reimbursable Snack Program are exempt from the USDA standards for “All Foods Sold in Schools,” as there are separate requirements for this program that must be met.

Afterschool staff must follow the guidelines above when consuming food or drink in the presence of afterschool students. Consumption of foods and beverages such as soda, coffee and fast food are not appropriate while working directly with afterschool students.

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.

The principal must designate space for the afterschool program. This space is required to include classrooms, art rooms, music rooms, media centers, computer labs 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 with all playground equipment kept in safe working order. Playground activities must be restricted to fenced-in play areas. Corridors and parking lots are unacceptable for afterschool activities.

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. EZ-Care2 software must be purchased and installed on the afterschool computer.

Telephones

Telephone coverage by an adult staff member is required during afterschool program hours. If it is not possible to provide phone coverage in the afterschool office during program hours, a cell phone must be purchased from the afterschool budget and kept with the afterschool site director during program hours. 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 (refer to School Board Policy 3.29 for more information).

Afterschool staff must have access to the emergency cell phone. All emergency numbers including the fire department, police department, School Police department (434-8700), National Poison Center (1-800-222-1222) and Florida Abuse Hotline (1-800-96-ABUSE) must be posted near the afterschool phone and saved on the afterschool cell phone. Emergency numbers of school administrators must be available to the afterschool site
director and their designee. Parents/guardians must have telephone access to the afterschool program during program hours. Voicemail for the afterschool telephone must be current and checked several times daily.

Safety

Emergency Equipment, Procedures and Communications
The following equipment and/or manuals must be kept in the afterschool office:
1. First aid kit (additional first aid kits must be kept with staff members)
2. Two separate containers for locking hot and cold medications
3. District emergency manuals:
   a. Prepared for Action
   b. School’s Crisis Response Manual (non-District form)
   c. Afterschool program’s Crisis Response Manual (non-District form)

At least one walkie-talkie receiving channel one must be carried by the afterschool site director. Dispatchers from the School Police department broadcast emergency information on channel one. Afterschool site directors must keep a walkie-talkie on channel one at all times.

All emergency exits must be free from any obstacles. Backpacks must be neatly placed 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
District-approved lightning detectors must be charged, in working order and available to the afterschool site director for use in the afterschool program. Lightning detectors must be powered on and monitored during program hours.

The afterschool site director must assign staff members the responsibility for coordinating use of the lightning detector with the various groups of students outside at any given time. All staff must be trained in the use of lightning detectors.

The lightning detector works with either electricity or batteries. It must be located next to a window to receive the ions or signal. Although it can be set for different ranges (0-3...3-8...8-20), it is best to have it set at 8-20 or scanning so that there is adequate time to react in a safe manner. (Example: If a storm is traveling at 30mph, and the detector is set to 8-20, the warning should start about sixteen minutes prior to the storm arriving. Lightning strikes five miles in front of a storm, however, meaning the warning could start less than ten minutes prior to lightning strikes in the area.)

When the lightning detector is on battery power, such as on a field trip, the effectiveness depends upon the strength of the battery. As the battery gets weaker, it becomes less sensitive and the warning time decreases. (Example: The detector is set on 8-20 and the batteries are weak; it may not activate until the storm is actually eight miles away or less.)

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 deficiencies
- 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 organize, supervise and observe students, ensuring students use playground equipment correctly
- Must not participate in games, in order to observe all students at all times
- Must be equally spaced around the play area when more than one group of students is utilizing the same facility 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 for appropriateness
- May work with school P.E. teacher as a resource for sports-related questions
- Must train staff on playground safety during orientation (contact Risk Management department for assistance with playground safety training)
- Must initiate work orders if any safety hazards are present

**Playground Supplies**
- Walkie-talkies
- Complete first aid kits, including CPR masks
- *Student Accident Reports - Afterschool Program Use Only* ([PBSD 2489](#))
- Student incident reports (refer to Site Administrators SharePoint for example)
- Student behavior reports (refer to Site Administrators SharePoint for example)
- Portable water and cups unless a water fountain is outside

**Inappropriate Activities**
- Rough contact sports (e.g., tackle football)
- Baseball/softball (with hard balls and bats)
- Dodge ball or like games in which an object is thrown by one person at another
- Skateboarding
- Tug-of-war
- Red Rover

**Sports Equipment**
- Must be in good working order
- Must not be lying on ground within field of play

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

**Emergency Drills**

Emergency evacuation drills must be conducted a minimum of four times per year during afterschool hours of operation and coordinated with the school administration. At least one fire, one severe weather and two different emergency drills must be conducted each year. Afterschool site directors must train staff in emergency drill procedures and provide them with copies of the afterschool *Crisis Response Manual* ([non-District form](#)). Staff must take attendance during each drill. During off-campus drills, every bathroom must be checked to ensure all students have left the building. The *Drill and Alarm Testing Compliance Worksheet* ([PBSD 1624](#)) must be completed after each drill and submitted to the school secretary for PeopleSoft input. A copy of the PeopleSoft report must be kept on file for review during audits and evaluations.

In the case of a real fire, fire alarms may not reach the fire department. Afterschool site directors must call the fire department immediately.
Afterschool site directors must be familiar with the school evacuation plan. Afterschool staff must receive instruction on emergency procedures and sign-off. Parents/guardians must be informed of the off-campus evacuation site their student will be taken in case of emergencies. The afterschool program Crisis Response Manual (non-District form) must be provided to all staff.

Crisis Response Planning For Afterschool

1. The afterschool program must secure a copy of the school's Crisis Response Manual (non-District form). The afterschool site director is responsible for modifying the manual to meet the needs of the afterschool program. The principal must approve all modifications.

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 Manual (non-District form) 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. This can be accomplished using 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. Everyone must know the District emergency codes.

7. 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 updated copy of the afterschool program's Crisis Response Manual (non-District form)
   b. First aid supplies (including CPR masks)
   c. Several copies of the school map
   d. Small tool kit
   e. Current student roster with parent/guardian phone numbers

Procedures for Specific Needs

1. Afterschool site directors must review each registration for specific student needs.

2. Afterschool site directors must consult with their school nurse regarding specific student needs. The school nurse must notify the afterschool site director of any additional medical information they have on students who attend the afterschool program. The afterschool site director must provide the school nurse with a current roster of all afterschool students to assist with notification. The afterschool site director must keep information provided by the school nurse in one secured notebook titled “Specific Student Needs.” The notebook must be divided into sections for each group. The notebook must be reviewed and updated at the beginning of the school year and as needed. Additionally, information regarding specific student needs must be placed on the Student Medical Information screen in EZ-Care2. 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. Afterschool site directors must keep specific needs information up-to-date and inform counselor substitutes of specific student needs as well. Staff members must be made aware of specific student needs on an as-needed basis. The afterschool site director must stress confidentiality of this information. A second staff member must know the whereabouts of the Specific Student Needs notebook at all times. The school nurse must be notified of any new afterschool students so specific needs information is kept current.

3. Staff must complete and sign the Students with Specific Needs form (Site Administrators SharePoint). 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). (Refer to School Board Policy 2.037 for more information.)

4. 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.

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.

Procedures for Dispensing Medication

1. Parents/guardians must complete the Afterschool Programs Registration (PBSD 1824). This form has a location for parents/guardians to write any medical concerns or health needs concerning the child. If a student has no allergies, medical concerns, behavioral issues or physical limitations (asthma, diabetes, seizures, etc.), the parent/guardian must check the box titled “NO.” If a student has allergies, medical concerns, behavioral issues or physical limitations, the parent/guardian must check box titled “YES,” and list all concerns where indicated. If a student takes any medications at home or in school, the parent/guardian must indicate home or school use. If medication must be given during afterschool hours, a Physician Authorization for Student Medication (PBCHD-SNF form – provided by physician) must be supplied. If a student does not take any medication, the parent/guardian must check the box titled “NO.” If there is formal documentation of a student’s special needs (e.g., 504 Accommodation Plan, Individual Education Plan (IEP) for school day, health plan, etc.), the parent/guardian must check the box titled “YES,” and list the documentation. If there is no formal documentation of a student’s special needs, then the parent/guardian must check the box titled “NO,” and if applicable indicate any areas of concern. Parents/guardians must check the box titled “N/A” if this does not apply to the child. Parents/guardians must sign the bottom of the registration form indicating information entered on the form is true and accurate.

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. 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 reinstruction. The type and date of training must be indicated on the form.

4. For medical issues beyond regular oral medication such as Epi-Pens, nebulizers and asthma inhalers, either the school or an agency nurse may 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.

6. The assigned nursing supervisor from the nursing agency will make contact with each afterschool program.

Contact information:
- All Metro Home Health: Marva Mitchell (684-2323 or email tmitchell@all-metro.com)
- Maxim Healthcare Services: Cathy Bernstein (733-3130 or cell phone number 379-4513)

For information regarding which nursing agency is assigned to a particular school, refer to the FY15 Nursing Services document (Site Administrators SharePoint). Address any additional questions or concerns to Susan Lowenthal (640-1161).

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. Medication must be kept in its prescription bottle and agree with the authorization form. Recheck authorization forms regularly. In some cases, a physician’s note is necessary to clarify treatment and
medical dispensing. A Medication Log (Site Administrators SharePoint) 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 in the medication log.

8. Students with asthma may carry the prescribed inhaler with them only if the afterschool site director has obtained the Physician Authorization for Student Medication or Physician Authorization Asthma Medication Only (PBCHD-SNF forms – provided by physician). The form must state the student has permission to self-administer the prescribed medication (refer to State Statute 1002.20 for more information).

9. Students requiring an Epi-Pen, 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-SNF form – provided by physician). The form must state the student has permission to self-administer the prescribed medication. The parent/guardian should provide a separate Epi-Pen for the afterschool program. If this is not possible, the afterschool site director must have access to the school nurse’s office during the hours the afterschool program is in operation. In this situation, the afterschool site director must retrieve the Epi-Pen prior to the start of the afterschool program and return it to the school nurse’s office at the end of each day.

10. Afterschool staff must contact emergency personnel (911) immediately after a student receives an Epi-Pen dose or any other emergency medication.

11. 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.”

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 first aid kit must be kept in the afterschool office and include the following supplies: soap and hand sanitizer, bandages, gauze, thermometer, scissors, ice packs, CPR mask and non-latex, disposable gloves. Alcohol and peroxide use is 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 should include the following supplies: sanitizer, bandages, gauze, CPR masks and non-latex, disposable gloves. 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.

4. Afterschool staff must have the Student Accident Report – Afterschool Program Use Only (PBSD 2489) with them at all times. For all accidents requiring first aid, including application of ice, submit the Student or Visitor Accident Report (PBSD 0335, eForm).

Guidelines for Handling Blood Spills: Bloodborne Pathogen Exposure Control Plan

Some diseases (e.g., AIDS, HIV, Hepatitis B, etc.), can be spread by contact with blood and/or body fluids. 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. These guidelines must be strictly followed in situations dealing with students who are developmentally delayed, are Hepatitis B carriers, or who have AIDS or HIV.

All afterschool students and staff are to follow these general precautions:

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. Afterschool staff must wear non-latex, disposable gloves when caring for developmentally delayed students who have oozing lesions that cannot be covered or when the afterschool staff member has open skin lesions.

4. When a blood and/or body fluid spill occurs, the Risk Management department recommends any blood and/or body fluid be covered with a product called “Staphene.” This product is a disinfectant and custodial staff are familiar with it. The area must be sprayed with “Staphene”. After ten minutes, the area can be dried. Persons doing this must wear non-latex, disposable gloves and wash their hands after removing them. If “Staphene” or 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.

5. All items soiled with blood and/or body fluid must be sealed in plastic containers and disposed of.

6. All sharp items (e.g., scissors, knives, woodworking tools, etc.) soiled with blood must be thoroughly cleaned with a disinfectant such as “Staphene.”

7. If an afterschool student or staff member is bitten by a person (and the bite breaks the skin), stuck with a contaminated needle or cut by a contaminated sharp object which results in a bleeding wound, the wound must be encouraged to bleed. The site of contact must be thoroughly cleansed with water and soap as soon as possible. If an afterschool staff or student is splashed with contaminated blood in the mouth or eyes, the site must be thoroughly rinsed with water as soon as possible. Anyone exposed to blood or secretions is required to receive a medical evaluation. A Student or Visitor Accident Report (PBSD 0335, eForm) must be completed. The principal and the parents/guardians (if victim is an afterschool student) must be notified immediately.

### 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 immediately submitted 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.

### Student Incident Reports

Student incident reports (refer to Site Administrators SharePoint for example) must be carried by afterschool counselors at all times. These reports are used to document any incident regarding an afterschool student of which the parent/guardian needs to be made aware.

### Behavior Policies and Student Behavior Reports

The afterschool site director must have all afterschool behavior policies and reports approved by the principal. Behavior policies must align with the school behavior plan whenever possible. School-Wide Positive Behavior Support is the school day plan unless otherwise designated by the principal. Afterschool behavior policies must be clearly stated in the Parent/Guardian and Staff Handbooks.

Afterschool counselors must carry student behavior reports (refer to Site Administrators SharePoint for example) with them at all times. When a student’s behavior warrants the completion of a behavior report, it must be completed by the afterschool counselor and submitted to the afterschool site director immediately.

When a student exhibits unacceptable behavior, the afterschool site director must speak with the parent/guardian.
about the behavior and ask for their cooperation and assistance in modifying the behavior. Unacceptable behavior includes student confrontations, fighting, breaking afterschool rules, etc. A student behavior report (refer to Site Administrators SharePoint for example) must be completed by an afterschool counselor and signed by the parent/guardian. Parents/guardians must be notified that students will be suspended from the afterschool program or terminated from afterschool services when three behavior reports have been issued, although an initial behavior may warrant immediate suspension from the afterschool program or termination of afterschool services. 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.

For issues regarding the restraint of students with disabilities, refer to School Board Policy 5.181 (refer to “Training Expenses” for more information).

Bullying

The School District of Palm Beach County takes all forms of mistreatment and bullying seriously (refer to Florida Statute 1006.147 and School Board Policy 5.002 for more information).

Confidentiality

Afterschool students shall have a right of 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.

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 Communications and Engagement department.

Afterschool Dismissal Procedure

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

1. Only afterschool staff (excluding CITs) may be assigned the responsibility for sign-out.
2. Only authorized persons listed on a student’s Afterschool Programs Registration (PBSD 1824) may pick up that student. The parent/guardian or authorized persons must come to the afterschool office and sign their complete legal name and record the exact time of pick up on the Sign-Out Sheet – By CHILD report (EZ-Care2).
   a. Signatures and times listed on the sign-out sheet must agree with dates of student attendance and the Family Central Enrollment Attendance Certification report (Family Central).
   b. To prevent parents/guardians from signing on incorrect dates, afterschool staff must mark or stamp the word “Absent” on sign-out sheets of students who did not attend the afterschool program on a specific day.
3. Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Family Central audits and reviews.
4. 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.
5. The Under Age Pick Up Permission Slip (PBSD 2502) must be completed if a parent/guardian requests a minor under the age of eighteen pick up their child. These minors must show valid photo identification to pick up a student.
6. 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 student must be kept in the afterschool program until the parent/guardian is notified.

7. 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 authorized persons listed on the registration form.

8. Students may not sign themselves out of the afterschool program.

9. Upon dismissal, students must be sent to the sign-out desk with at least two other students.

10. 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 registration form. 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 (refer to State Statute 61.13 for more information).
   a. Sign-out sheets for any students with court orders must be kept in a separate notebook with tabs dividing each student. A signature card must be placed in each student’s section for every person authorized to pick up the student. The notebook must be kept with the afterschool staff member responsible for sign-out and must be kept out of public view.

The afterschool program closes at 6:00PM daily unless otherwise approved by the Afterschool Programming department. 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 Afterschool Programs Registration (PBSD 1824) in an attempt to reach the parent/guardian or authorized persons. After 7:00PM, the afterschool site director must contact the School Police department (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.

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 (refer to “Rates/Late Fees” for more information).

**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 Afterschool Programs Registration forms (PBSD 1824) completed 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.

**Students with Disabilities**

Students cannot be denied the opportunity to attend the afterschool program because of their disabilities. To ensure the afterschool program receives all relevant information prior to enrollment of a student with specific needs, a 504 meeting must be convened through the ESE or 504 contact at the school site. Any student with disabilities who receives educational services at a public school may attend the afterschool program at the school the student regularly attends. If the student requires specific accommodations it may be necessary for staff to be hired prior to the student’s enrollment. 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 (refer to School Board Policy 8.131 for more information).

Obtaining Sign Language Interpreting Service for Students

If a deaf/hard of hearing student is enrolled in 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 Susan Alex (684-5192) with any additional questions

An agreement between the Exceptional Student Education and Afterschool Programming 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. To apply for a special project allocation, submit the Afterschool Program Special Project Fund Application (PBSD 1873) to the Afterschool Programming department and include all appropriate documentation including the Part B Excel worksheet.

Field Trips

All off-campus field trips require the following information:

- Original Afterschool Programs Registration (PBSD 1824) or copies with a signature affidavit from the afterschool site director (refer to Site Administrators SharePoint for example)
- Copy of Field Trip Permission/Release (PBSD 0755) for each student (in-county and out-of-county field trips must be completed on separate forms)
- Field Trip/Activity Planning Report and Approval Request (PBSD 1894) signed by principal or designee
- Leaves/Temporary Duty Elsewhere (TDE) Application (PBSD 0032, eForm) submitted for each afterschool staff member leaving campus

A working cell phone must be available on all field trips. Lightning detectors must be taken on outdoor field trips.

Refer to School Board Policy 2.40 for all rules and procedures regarding field trips.

Use of School Bus for Field Trips

In-County Field Trips
Passengers on buses used for field trips shall be limited to students participating in the activity and their sponsors or chaperones. Spectators and pep clubs shall not be transported on school buses.

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. If a school bus attendant is requested, the rate charged is $15.00 per hour.

Field trip requests must be made on the TR71 mainframe screen at least two weeks prior to a scheduled trip. Special transportation needs for participating students and staff must be included on the TR71 screen (e.g., medical equipment, attendant, etc.). Buses may not be requested before 9:30AM and trips may not extend beyond 1:00PM. Field trips may not be scheduled on professional development days when students are released early, on LTM days when high schools have a late start or days when final semester exams are being administered.
Trips scheduled on these days will not be approved.

**Out-of-County Field Trips**

1. Obtain a copy of the Field Trip/Activity Planning Report and Approval Request ([PBSD 1894](#)) from the principal or designee and the area superintendent or designee (carry a copy on bus).

2. Contact the Transportation department (687-7190) for emergency contacts in other Florida school districts.

3. Have funds for fuel. Buses have a fifty-gallon fuel tank and get only six miles per gallon. The District’s fuel card may not be used outside the District.

Activity buses may be borrowed from local elementary, middle and high schools as long as the afterschool site director or designee is licensed to drive a bus and certified by the District’s Transportation department. School buses can be leased from the District for a fee if the afterschool program can provide a bus driver certified to drive District buses. Buses and drivers can be secured through the District’s Transportation department through use of the TR71 screen. Charter buses may be leased only through one of the approved vendors provided by the Purchasing department and listed on their website. For details regarding the procedures for scheduling charter buses go to: [http://www.palmbeachschools.org/purchasing/Bids/Purch/bulletins/CharterBus_Procedures.pdf](http://www.palmbeachschools.org/purchasing/Bids/Purch/bulletins/CharterBus_Procedures.pdf).

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

Enrollment

Only students attending School District of Palm Beach County elementary schools may enroll in the afterschool program. Only students enrolled in the afterschool program may participate in afterschool activities, unless it is a general interest activity run by a vendor leasing the building (refer to “General Interest Programs” for more information).

Enrollment Information

A completed Afterschool Programs Registration (PBSD 1824) and registration fee of $25.00 must be obtained upon enrollment to secure a student’s placement in the afterschool program.

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. Student’s allergies, medical concerns, behavioral issues, physical limitations or any medications taken at home or in school (if applicable).
5. Documentation for any special needs a student may have (504 plan, IEP for school day, health plan, etc.).
6. Name and telephone number of the physician to be called in case of emergency.
7. Health insurance is recommended for program participation. If available, a copy of the insurance card should be attached to the registration form.

Maintaining Enrollment

Afterschool programs must maintain an enrollment of at least eighty students to remain fiscally solvent. If program enrollment falls below eighty, the afterschool site director must work directly with the Afterschool Programming 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 Afterschool Programming department will work directly with the principal, afterschool site director, area superintendent and Assistant Superintendent of the Division of Educational Alternatives and Interventions to determine the viability of the program. Afterschool programs are subject to review and follow-up by Afterschool Programming department staff.

Registration Procedures

Afterschool is open to all School District of Palm Beach County elementary school students in grades kindergarten through five (exceptions may be made for schools providing voluntary VPK). Registration for the new school year must take place in the spring of the previous school year. When a student is accepted into the afterschool program, an Afterschool Programs Registration (PBSD 1824) and $25.00 registration fee are due and hold that student’s place in the program.

The registration fee is:

- $25.00 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) and may be used for afterschool program expenditures.
- Not required for students registered only for Professional Development Days.
• Good for the entire school year at any elementary school within the School District of Palm Beach County. This includes terminating services for and re-entering the afterschool program within the same school year or changing schools mid-year. 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. Monthly afterschool and snack fees cannot be transferred to another school. The afterschool program is not required to refund any credit remaining in the account.

Students cannot be enrolled in the afterschool program if they have any outstanding balances with the District. All afterschool site directors must reference the most current Delinquent Account List (Site Administrators SharePoint) provided by the Afterschool Programming department.

The Afterschool Programs Registration (PBSD 1824) is available in English, Spanish, Creole and Portuguese. Refer to the District Forms website for the most recent version. If a parent/guardian completes the registration form in a foreign language, information on the form must be translated into English. The original completed form must be attached to the English version. Parents/guardians must sign both forms.

Registration forms and fees cannot be accepted for students on the wait list. To allow equal access to afterschool program slots, registration must take place outside of afterschool hours. Registration may only take place during afterschool hours if all students seeking enrollment will be accepted into the program.

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 form, the Addendum to Afterschool Programs Registration form (PBSD 2447) must be completed and stapled to the original registration form. Parents/guardians must sign the addendum.

Original registration forms must be filed together in an easily accessible notebook or file. The notebook or file must be taken on all field trip emergency drills.

The Afterschool Advisory Committee has approved the following registration procedures (utilize the procedure that best meets the needs of the afterschool program):

1. All applicants must be accepted into the program, or
2. Applicants must be registered on a first-come, first-serve basis, based on space availability and staffing. A wait list may be utilized once the program is filled. As students apply throughout the year, their names must be added to the wait list until additional staff can be hired to reduce the wait list.

If a student has a specific need and requires a lower staff/student ratio, it will be necessary for an extra staff person 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 a bargaining unit 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 Collective Bargaining Agreement between the School District of Palm Beach County and The Palm Beach County Classroom Teachers Association. This is provided the parent registered their child during the regular spring registration period for the program.
3. In the event a CTA bargaining unit employee’s child changes elementary schools during the school year, they will be given priority for placement if there is an afterschool program wait list at their new elementary school.
4. For purposes of this section, eligibility to participate in the priority afterschool placement requires that the employee is the legal guardian of the student.
Wait List Procedures

A wait list takes place for the following reasons:
1. Recruitment of staff necessary to maintain safe ratios
2. Recruitment of staff for specific student needs

Wait lists for entrance into District Afterschool Programs are not supported beyond the following procedures:
When an opening in an afterschool program occurs and the next person on the wait list is contacted, the student’s enrollment date must be noted on the Afterschool Program Wait List (PBSD.2513). If for any reason a parent/guardian declines the opening, the date contacted and the reason for decline (if given) should be noted 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 that child. Every effort must be made to accept all siblings at one time.

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

Parent/Guardian Handbook Requirements

A Parent/Guardian Handbook must be distributed at the time of registration. The Parent/Guardian Handbook for any District afterschool program must include:
1. Afterschool Programming department philosophy
2. Registration procedures
3. Hours of daily operation (AM and PM)
4. Fee schedule
5. Payment policies and late pick up fees
   All afterschool payments must be paid at the afterschool office (not the school office) to the afterschool site director or designee.
6. Procedures for school dismissal to afterschool and dismissal to parent/guardian from afterschool
7. Dates, times and fees for Professional Development Days
8. Snack policies, payments, procedures and use of snack fees
9. Clothing requirements for students (closed-toe shoes are required for safety of students)
10. Behavior plans and policies (must have principal’s approval)
11. Procedures for illness and injury
12. Telephone number for afterschool office (not the school office) and afterschool cell phone (if applicable)
13. Off campus evacuation plan (including location of student area in case of emergency)
14. Sample program schedule with times and description of activities (e.g., homework, academics and indoor/outdoor activities)
15. Sign-in and sign-out procedures
   a. Students must be signed out of the afterschool program
   b. Only persons authorized on the registration form are permitted to sign students out
   c. Students must be released to persons authorized on the registration form, unless the program holds a legal Florida court order
   d. It is the parent’s/guardian’s responsibility to keep information regarding authorized persons and custody orders current
   e. Custody disputes must be resolved outside of the school center
   f. Inappropriate behavior from persons picking up a student, including threatening, hostile language will result in parents/guardians having to make other arrangements for student pickup, or termination of afterschool services for their child
16. Use of signature cards
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 25% 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 rate and calculated on a monthly basis. When school is closed (e.g., Labor Day and Teacher Work Days), monthly fees are prorated. Students must be enrolled and payment must be made for the entire period based on the school site hours (school bus schedules may cause variations in program hours from school to school). Payment for the entire period a student is enrolled in the program must be paid, even if the student is not in attendance every day, enrolls mid-month or misses a day due to illness or any other reason.

Rates/Late Fees

1. Monthly fees for each student in grades kindergarten through five are calculated based upon a $2.63 per hour rate and prekindergarten rates are calculated based upon a $3.68 per hour rate, although services may not be provided or paid for by the hour.
2. For every fifteen minutes or portion thereof that a parent/guardian is late in picking up their child, a late fee of $5.00 must be charged. All late fees must be charged in EZ-Care2 through a ledger adjustment on the student’s Ledger tab as follows:
   a. Date – current date
   b. Category – Late Fees
   c. Comment – date and time of late pick up
   d. Amount - $5.00 for every 15 minutes the parent is late

Late fees must be receipted into Account 6-9500.00 (Afterschool Fees). Late fees (or waivers of late fees) must be documented onto a log. Parents/guardians must be encouraged to pick-up their children at the appropriate time. Consistently late pick-ups of students in the part-time afterschool program will 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. Listed below is an example of the time scale for late fee charges:

<table>
<thead>
<tr>
<th>Students in part-time program:</th>
<th>Students in full-time program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00PM – 6:15PM</td>
<td>4:00PM – 4:15PM</td>
</tr>
<tr>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>6:15PM – 6:30PM</td>
<td>4:15PM – 4:30PM</td>
</tr>
<tr>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Snack Fee Account

1. Separate fees are assessed for snacks. Snack fees are mandatory and may range from $0.00-$0.75 per day. Account 6-9550.00 (Snack Fees) may not exceed $1,500.00 at year-end. Afterschool site directors must check the balance of this account monthly and adjust purchases accordingly.
2. All snack fees must be collected prior to the start of the month and receipted into Account 6-9550.00 (Snack Fees). These funds must be used for afterschool student snacks, student parties, cooking classes and consumables used for snacks (e.g., paper napkins, paper cups, handy wipes and garbage cans, etc.). These funds may not be used to purchase food for adults (e.g., staff meetings, trainings, etc.).
Agency Subsidized Fees

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

1. Parents/guardians interested in applying for assistance with afterschool fees must contact Family Central (514-3300). The parent/guardian must also complete and submit the Family Central Resource and Referral Intake Form found at [http://www.familycentral.org/PBccrr](http://www.familycentral.org/PBccrr). If potentially eligible, they will be placed on the Family Central Wait List until enrollment takes place, depending on funding.
2. Parents/guardians may also receive a Student Authorization from their WAGES or Department of Students & Families worker.
3. The working poor, foster, homeless and refugee families may access Family Central subsidization.
4. If funding is available, Family Central will make a final determination of eligibility.
5. Family Central will contact the afterschool site director or designee, notify them the parent/guardian has chosen their afterschool program for care and inquire as to whether an opening exists.
6. If a slot is available, Family Central will fax a Non-Transferrable Child Care Certificate Subsidized Child Care Program (Family Central) to the afterschool program. The afterschool program must receive 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
7. Family Central will instruct the parent/guardian to register for the afterschool program at their site. The parent/guardian will also receive a copy of the completed, signed Non-Transferrable Child Care Certificate Subsidized Child Care Program (Family Central) to provide to the afterschool program.
8. If a student ceases to be eligible for financially assisted CSC scholarship services, Family Central will notify the afterschool program of the student’s termination date. The afterschool program may not provide reimbursement beyond the termination date indicated on the Non-Transferrable Child Care Certificate Subsidized Child Care Program (Family Central).
9. Attendance must be submitted through the Early Learning Coalition Provider Portal no later than the fourth calendar day of the month following the month services were provided. Attendance received after that day will be included in the following month’s reimbursement report. All rights to payment are forfeited for attendance reports submitted more than 45 days following the end of a service period.
10. Family Central reimbursement will arrive each month through an ACH payment (direct deposit) by the seventeenth calendar day of the month, or on the first business day following a weekend or holiday. The Afterschool Programming department will utilize reimbursement reports to designate the breakdown of these funds into afterschool fees, snack and special activities. Once these funds are posted to each afterschool program’s budget accounts, afterschool site directors will receive a breakdown of their reimbursement via email. Afterschool site directors can view the reimbursement report via the Early Learning Coalition Provider Portal. For questions regarding reimbursement, afterschool site directors should contact Shirley Castro (514-3323) for elementary schools A-H and Gera Gardiner (514-3375) for elementary schools I-Z.
11. Any requests for reimbursement adjustments must be submitted within 21 days on the Adjustment Request Form (obtain from Early Learning Coalition Provider Portal) (i.e., adjustments to reimbursement check received on 9/16 are due on 11/6, 21 days includes weekends). Due dates are posted on the Early Learning Coalition Provider Portal.
12. The Early Learning Coalition of Palm Beach County will provide reimbursement for care, which is adjusted for use by District afterschool programs to include a snack fee of $0.75 per day and a one-time registration fee of $25.00 for each student.

The daily reimbursement rates adjusted for District afterschool programs to calculate subsidy credits for grades kindergarten through five are currently:

- $11.27/day less assessed parent fee 2:00PM – 6:00PM
- $10.52/day less assessed parent fee 2:00PM – 6:00PM Reimbursable Snack Program
- $3.61/day less assessed parent fee AM program only
- $12.39/day less assessed parent fee AM and PM
- $23.83/day less assessed parent fee Full day (non-school day)
The daily reimbursement rates adjusted for District afterschool programs to calculate subsidy credits for **VPK Parent Fee Funded programs** are currently (VPK Parent Fee Funded programs receive full subsidy credit and do not subtract parent fee):

- $15.47/day 2:00PM – 6:00PM
- 14.72/day 2:00PM – 6:00PM Reimbursable Snack Program

The daily reimbursement rates adjusted for District afterschool programs to calculate subsidy credits for **VPK Title I Funded/ ESE Inclusion programs** are currently (afterschool program must collect parent fee):

- $15.47/day less assessed parent fee 2:00PM – 6:00PM
- 14.72/day less assessed parent fee 2:00PM – 6:00PM Reimbursable Snack Program

13. Professional Development Days must be marked with an “X” on the attendance. Afterschool programs are paid at the F/T rate and parent fees remain the same (exception: on the student’s certificate, if the full-time column is marked Part-Time, the reimbursement rate is not at the full-time rate).

14. The scheduled redetermination date for each student appears on the Provider Portal attendance sheet. It can be accessed by selecting “Show Redetermination Date” and then selecting “Yes.” Anytime there is a change in the status of a student’s eligibility (for instance, an assessed fee is changed or care is terminated), Family Central will notify the afterschool program via fax documentation. Changes in parent fees become effective as of the date Family Central indicates on the student’s new certificate.

15. To ensure receipt of student certificates, afterschool site directors must email any changes of address, fax and/or phone numbers immediately to Tamara Liddie at TLiddie@familycentral.org.

16. Family Central is required by the Early Learning Coalition of Palm Beach County to conduct attendance verification on 100% of providers each year. Sign-out sheets for the previous three months must be made available to those persons authorized by the Early Learning Coalition to verify attendance and accuracy of payments. Sign-out sheets must match attendance records submitted. Reimbursement will be adjusted accordingly to reflect any discrepancies (refer to the Monitoring Checklist on the Early Learning Coalition website at www.elcpalmbeach.org for more information).

17. All documents received by subsidizing agencies for all subsidized students must be kept in one file and maintained for six years.

Refer to the Early Learning Coalition of Palm Beach County Compliance Manual: Policies and Procedures for School Readiness and CSC Scholarships (Site Administrators SharePoint). For questions concerning the provider agreements, contact Kathleen Moore (687-6365) or Josephine Minerva (640-1173).

**Employee Discounts**

All qualifying full-time bargaining unit employees who properly enroll their children in a District elementary afterschool program will receive a 25% discount on the hourly tuition rate charged by the afterschool program. 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 Professional Development Days (PDDs), Teacher Work Days, camp days or any other day outside the regular 180 school day calendar.

Eligible employees must complete and submit a separate Employee Verification for Afterschool Programs form online (PBSD 2476) annually after July 1 for each child enrolled in the afterschool program. Forms submitted after the last day of any month will have credit applied as of the first day of the following month. The exception to this is for the month of August. Forms submitted by August 31 are eligible for both August and September due to the start of school in mid-August. Employee discounts of up to 20% must be excluded from wages. The remaining discount credit is included as wages on the employee's W-2 form.
School-Based Partial Fee Waivers

School-based partial fee waivers must be based solely on financial need. District staff may not receive school-based partial fee waivers as a benefit of employment. The principal may only grant school-based partial fee waivers after consultation with the Director of the Afterschool Programming department, and only if the school site’s afterschool budget has a positive carryover balance to cover the cost of fees waived without subsequent submission of an Afterschool Program Special Project Fund Application (PBSD 1873). The principal must consult with the Director of the Afterschool Programming department to determine whether the afterschool budget is sufficient for a school-based partial fee waiver to be considered. School-based partial fee waivers apply only to afterschool fees and must be issued at a per diem rate. Parents/guardians must remain responsible for the cost of registration and snack fees (if applicable). The following procedures must be followed for school-based partial fee waivers:

1. The parent/guardian must first apply for subsidized childcare from Family Central (514-3300 or http://www.familycentral.org). The only exception for the Family Central 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 additional information including copies of W-2 forms, current pay stubs and proof of mortgage/rental payment.
3. The principal must complete an Afterschool Program School-Based Partial Fee Waiver Application (PBSD 2159). The parent/guardian must sign the waiver and then copies must be provided to the parent, afterschool site director and treasurer.
4. 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.
5. For auditing purposes, copies of all school-based partial fee waivers and accompanying documentation must be kept in one file in the afterschool office.

Professional Development Day (PDD) Fees

Professional Development Days (PDDs) occur during each school year. Afterschool students are dismissed from school at 11:30AM and report directly to the afterschool program (times may vary at Extended Day sites). Non-afterschool students may be admitted into the afterschool program for the hours between early release time and the regular dismissal time if the parent/guardian completes an Afterschool Program Registration (PBSD 1824). Registration fees are not collected for these students.

An additional fee for all afterschool and non-afterschool students must be charged for the additional hours of afterschool program operation on PDDs. Fees are based on $2.63 per hour for students in grades kindergarten through five and $3.68 per hour for prekindergarten students. Total fees for afterschool students for the additional 2.5 hours of operation on Professional Development Days is $6.58 for students in grades kindergarten through five and $9.20 for prekindergarten students. All non-afterschool students must be charged afterschool fees ($11.58 for students in grades kindergarten through five or $14.20 for prekindergarten students, which includes the additional $5.00 special activities fee paid monthly by afterschool students) for each PDD attended.

Collection of Fees

On an annual basis, parents/guardians must receive a fee schedule along with the Financial Assistance Flyer (Site Administrators SharePoint) that outlines possible savings on afterschool expenses through the Internal Revenue Service, flexible spending accounts and/or Early Learning Coalition/Family Central subsidization.

All afterschool payments 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 monthly by the last day of the month (refer to the Florida Constitution Article VII, Section 10 for more information). Fees are considered late after the third school day of the month. Afterschool services must be suspended if fees are not received by the third school day of the month unless a Fee Payment Agreement (PBSD 2503) is on file with the afterschool
program. No adjustments may be made for absences as afterschool fees are calculated on a monthly basis. 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.

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). For auditing purposes, Fee Payment Agreements (PBSD 2503) must be kept in one file in the afterschool office, separate from student files.

Receipting Afterschool Funds

1. All payments collected by the afterschool program must be receipted in the EZ-Care2 database. Afterschool Program Receipts (PBSD 1438, order from Supply Warehouse) 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 cash and money order payments. No other receipt books may be used.
   a. The following information must appear on each receipt: date, name of person making payment, 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 treasurer (attach to deposit documentation)
      - Pink copy afterschool site director
      - Gold copy remains in afterschool receipt book

2. Cash and money orders must be receipted at the time they are received. Checks must be recorded within 24 hours. If payment is made by check, a computer-generated receipt must be made available upon request. Receipts for total payments made the previous calendar year must be provided each January for tax purposes. Afterschool Program Receipts (PBSD 1438, order from Supply Warehouse) may be issued for cash and money order payments. No other receipt books may be used.

3. The PBC End of Day Payments report (EZ-Care2), a money calculator/adding tape printout and the Monies Collected Report (PBSD 0180, order from Supply Warehouse) 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.

4. All payments must be broken out by their appropriate internal accounts but need not be broken down by each student.

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 treasurer may not be the sponsor of any account. Specifically, the treasurer/bookkeeper may not be the afterschool site director.
3. The PBC End of Day Payments report (EZ-Care2), a money calculator/adding tape printout and the Monies Collected Report (PBSD 0180, order from Supply Warehouse), 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 treasurer/bookkeeper’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).

6. Drop safes have been installed in every school as a means of securing funds collected for school activities. For security purposes, funds must be deposited in the drop safe daily, and each deposit must be entered onto the Drop Safe Log (PBSD 2407, order from Supply Warehouse) per the District Drop Safe Log protocol found in the Internal Accounts Manual.

Accounting for Revenues

All funds 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)*
- **6-9501.00 Afterschool Fees Advance Payments** *(must be transmitted by first day of school)*
- **6-9502.00 Afterschool Snack Advance Payments** *(must be transmitted by first day of school)*
- **6-9503.00 Afterschool Special Activity Advance Payments** *(must be transmitted by first day of school)*
- **6-9525.00 Afterschool Registration Fees**
- **6-9550.00 Snack Fees**
- **6-9600.00 Afterschool Special Activities**
- **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**
- **6-9850.00 Camp Special Activities**
- **6-9870.00 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) credit card processing fees and (3) transmittals to the Accounting Department. Fees collected during the month must be transmitted to Accounting by the fifth business day of the following month.

**6-9501.00 Afterschool Fee Advance Payments**

This account is used to record the prepayment of afterschool fees in one school year to reserve a slot in the program for the following school year. The balance in this account must be transmitted to the District on the first transmittal date of the new school year.

**6-9502.00 Afterschool Snack Advance Payments**

This account is used to record the prepayment of snack fees in one school year to reserve a slot in the program for the following school year. The balance in this account must be transferred into the 6-9550.00 Afterschool Snack account at the beginning of the new school year.

**6-9503.00 Afterschool Special Activity Advance Payments**

This account is used to record the prepayment of special activity fees in one school year to reserve a slot in the program for the following school year. The balance in this account must be transferred into the 6-9600.00 Afterschool Special Activities account at the beginning of the new school year.

**6-9504.00 Afterschool Registration Advance Payments**

This account is used to record the prepayment of registration fees in one school year to reserve a slot in the program for the following school year. The balance in this account must be transferred into the 6-9525.00 Afterschool Registration account at the beginning of the new school year.

**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.

6-9550.00  Afterschool Snacks  
Snack fees collected from students enrolled in the Afterschool program are deposited into this account. Funds collected in this account may be used to provide and serve snacks and refreshments to the students in the program. Expenditures from this account must follow State and District rules. No excessive profits may accrue to this account—the maximum allowable balance at the end of the year is $1,500.

6-9600.00  Afterschool Special Activities  
Special collections beyond the normal fee and snack collections may be deposited into this account. The funds collected should approximate the cost of the special activity. Examples of special activities include field trips, T-shirts, pizza parties, and other special events. Expenditures from this account must follow State and District rules. No excessive profits may accrue to this account—the maximum allowable balance at the end of the year is $750.

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 Police 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 Fee Account  
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 5th of the new school year. Transmittals will be credited to Fund 1303 in PeopleSoft, net of the District’s percentage.

6-9850.00  Summer Camp Special Activities  
The activity portion of the non-school day camp tuition must be deposited in this account. Appropriate expenditures from this account are for supplies, admissions, etc. for the camp program. All camp activity fees must be finalized and any residual balance shall be transmitted to Accounting Services by October 5 of the new school year. Transmittals will be credited in full to Fund 1303 in PeopleSoft.

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.
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:

1. Gifts for staff
2. Gift certificates or monetary awards
3. Food for adults with the following exception:
   Refreshments for afterschool staff in-service trainings held on the school site may be purchased from Account 6-9525.00 (Afterschool Registration Fees). The limit is $8.00 per person. A copy of the staff sign-in sheet and training agenda must be included when submitting the payment request, and must be kept on file for auditing purposes.

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 Afterschool Programming 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.

Afterschool Special Project Allocations

Allocations provided from the three percent of afterschool fees submitted to the District are available to District afterschool programs to:

1. Support the start-up of new afterschool programs
2. Support care and assistance of children with special needs
3. Support special projects and pilot programs designed to target specific student academic and/or social/emotional needs

To apply for use of these funds, complete the Afterschool Program Special Project Fund Application (PBSD 1873 and PBSD 1873 Part 2 Worksheet) and submit to the Director of the Afterschool Programming department with appropriate documentation. Special project allocation applications must be submitted in a timely manner. Applications for funding of staff above the staffing allocation guidelines to provide for students with specific needs must be submitted as soon as the need is determined. Funds are awarded by semester (fall, spring and summer). If funding is required for more than one semester, a new application must be made each semester.

An Afterschool Program Special Project Fund Report (PBSD 2158) must be submitted by the date specified on the allocation award. This includes a summary of the program, outcomes of the project award and documented use of funds. Awardees failing to submit a report become ineligible for further allocations.

Due to changing needs, the parameters under which special project funds are awarded may change from year to year (refer to Site Administrators SharePoint for more information).
Non-Sufficient Funds (NSF) Checks

The school site’s non-sufficient funds check policy must be given to afterschool parents/guardians in writing annually. When a check is returned to the treasurer for non-sufficient funds (NSF), the treasurer reverses the amount of the check from the corresponding accounts and notifies the afterschool site director of the returned check and bank charge. The following procedures must then be followed:

1. The afterschool site director must notify the payee their check was returned and that all future payments must be made by cash, money order or through online payment. The returned check may not be sent to the bank a second time.

2. All NSF checks must be reflected in EZ-Care2 through a ledger adjustment on the student’s Ledger tab as follows:
   a. Date – current date
   b. Category – NSF Check
   c. Comment – NSF check [check #]
   d. Amount – total amount of check

3. The bank fee for NSF checks must also be reflected in EZ-Care2 through a ledger adjustment on the student’s Ledger tab as follows:
   a. Date – current date
   b. Category – NSF Check
   c. Comment – Bank fee NSF check [check #]
   d. Amount – $2.00

4. The payee must then pay restitution, including the bank fee, in full (by cash or money order only) to the afterschool program. Once the payment is made, it must be receipted in EZ-Care2, broken down by the following accounts:
   a. NSF 6-9500.00 Afterschool Fees
   b. NSF 6-9550.00 Afterschool Snacks
   c. NSF 6-9525.00 Afterschool Registration Fees
   d. NSF 6-9600.00 Afterschool Special Activities

5. The bank fee must be receipted to Account 7-0100.00 (General Activities). This amount must be included on the Monies Collected Report (PBSD 0180, order from Supply Warehouse) for the day.

6. A record must be kept of all transactions.

Daily Deposits

Daily fund collections are summarized on the Monies Collected Report (PBSD 0180, order from Supply Warehouse) prior to submitting them to the treasurer. The fee breakdown must be noted on the PBC End of Day Payments report (EZ-Care2) by selecting “Transaction Detail” and summarized by account on the Monies Collected Report (PBSD 0180, order from Supply Warehouse). This allows the treasurer to properly credit the school’s internal accounts.

When preparing the daily deposit, checks and cash must be subtotaled separately. Then the two subtotals must be totaled together using a money calculator/adding tape printout. At the close of each day, the PBC End of Day Payments report (EZ-Care2), a money calculator/adding tape printout, the Monies Collected Report (PBSD 0180, order from Supply Warehouse), any yellow copies of the Afterschool Program Receipts (PBSD 1438, order from Supply Warehouse) 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 PBC End of Day Payments report (EZ-Care2), money calculator/adding tape printout and the yellow copy of the Monies Collected Report (PBSD 0180, order from Supply Warehouse) must be kept in the afterschool office.

The 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 treasurer will notify the depositor, who will be responsible for reconciling the difference. The treasurer must return an official receipt to the afterschool site director within five business days.

Refer to the District Afterschool Programs Camp Operational Manual for non-school day policies regarding fee collections and deposits.
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. This payment is due within the first five business days of the next month, and must be sent to the Accounting Services department along with a completed Remittance Transmittal (PBSD 0150). Eighty percent of this transmittal will be appropriated into the afterschool program’s operating budget. The District retains seventeen percent as impact fees and three percent to fund afterschool support.

To determine the total of afterschool fees to be transmitted, the 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. Credit card fees must to be paid from Account 6-9500.00 (Afterschool Fees). The treasurer must determine the amount of fees to be paid using a formula provided by the Accounting Services department, and must keep this amount in reserve from the transmittal. 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 treasurer by the first business day of each month.

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

- Account 6-9800.00 Summer Program Fees
- Account 6-9850.00 Summer Program Special Activities
- Account 6-9870.00 Summer Camp Registration Fees

The 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 5th to ensure they are appropriated accurately prior to the closing of the previous fiscal year’s accounts.

Disbursement of Afterschool Fees Transmittal to Afterschool Budget

Afterschool fees are transmitted to the District, of which seventeen percent is remitted to the District budget. Three percent is remitted to the Afterschool Programming department to provide funding at both the District and program levels to address necessary support for afterschool programs. The remainder of the transmittal is appropriated to the afterschool program’s budget object numbers in the following percentages:

- 20% 516000 Other Support Personnel (SPT)
- 10% 518400 Part-Time In-System Personnel
- 19% 521000 Fringe Benefits
- 6% 551100 Supplies
- 45% 575100 Temp Employees (Out-of-System Personnel)

The afterschool site director and treasurer may reallocate budget funds to the appropriate accounts to fund the program’s payroll and accounts payable. Funds in internal accounts may not be transferred between other internal accounts.

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 (434-8580). No bounce houses may be purchased with afterschool funds.

For purchasing questions, refer to the Purchasing Manual located on the Purchasing department website and the PCard Allowed and Prohibited Expenses reference sheet (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 fees 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 this issue.

Receipt Book Document Control

A document custodian must be appointed to monitor the inventory and use of the Afterschool Program Receipts (PBSD 1438, order from Supply Warehouse). 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, order from Supply Warehouse) 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, order from Supply Warehouse). These receipts must be used in the order they are issued.

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.

Attendance Sheets

An attendance sheet must be completed every day afterschool programs are in operation. The Monthly Attendance report (EZ-Care2) must be used. The attendance sheet must use the following legend:

- X Present
- A Absent
- E Early pickup (if parent/guardian signs out child in afterschool program before attendance is taken)
- W Withdrawn

The attendance sheet must reconcile with fees collected for the particular afterschool group. Attendance sheets must be kept on file and organized by month.

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. Three-year retention
   - Afterschool Programs Registration forms (PBSD 1824)
   - Monthly Attendance reports (EZ-Care2)
   - Sign Out Sheet – By CHILD reports (EZ-Care2)
   - Field Trip Permission/Release forms (PBSD 0755)
2. Five-year retention (all financial records)
   - Records for cash collections and disbursements
   - Records for accounts receivables and payables
   - Afterschool Program Receipts (PBSD 1438, order from Supply Warehouse)
   - Monies Collected Reports (PBSD 0180, order from Supply Warehouse)
   - Fee schedules
   - Fee Payment Agreements (PBSD 2503)
• Afterschool Program School-Based Partial Fee Waiver Applications (PBSD 2159) as well as all corresponding documentation
• EZ-Care2 backup on CD/flash drive
• FTE Reports (EZ-Care2)
• Payroll records
• All Family Central documentation (including copies of sign-out sheets for Family Central students)

3. Six-year retention
• All Family Central documentation (including copies of sign-out sheets for Family Central students). Medical information must be retained until obsolete, superseded or administrative value has been lost

4. Documentation for delinquent accounts 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

**EZ-Care2 Software**

1. EZ-Care2 by SofterWare, Inc. must be purchased and used for computerized record keeping in the afterschool program.
2. Cross training in EZ-Care2 is required for the afterschool site director and the assistant site director or activity leader acting as the backup. EZ-Care2 Initial training must be completed prior to a staff member receiving a user ID.
3. Information on all students attending any morning, afterschool or non-school day program (including Professional Development Days) must be entered into EZ-Care2.
4. A backup for the EZ-Care2 database must be made every day onto a flash drive or the server. A monthly backup of the EZ-Care2 database must be made on a CD/flash drive and kept in the school’s drop safe or treasurer’s office. At school year-end, a backup must be sent by CD/flash drive or emailed to the Afterschool Programming department via Google Drive. One flash drive must be kept for five years in the school’s drop safe or treasurer’s office.

**Licensures and Fees**

Each afterschool program must pay annually for the following licenses/fees: EZ-Care2 support, movie license, maintenance impact fee, academic initiatives, etc. With the exception of the movie license fee, the Afterschool Programming department facilitates a budget transfer from each afterschool program for these licenses and fees as they become due. An invoice for the movie license fee is sent directly to the afterschool site director via U.S. mail. This invoice must be paid from 6-9525.00 (Afterschool Registration Fees) or 6-9600.00 (Afterschool Special Activities) immediately upon receipt in order for the afterschool program to remain in compliance regarding use of copyrighted video materials.

**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 treasurer).

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 Fund Raising 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.
4. PERSONNEL

Personnel

1. All individuals working in the afterschool program must be at least eighteen years of age, a high school graduate or GED recipient and meet all requirements for employment by the School District of Palm Beach County.

   High school students may work in the program as a counselor in training (CIT); however, they must be under the supervision of an afterschool staff member (excluding other 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 (refer to School Board Policy 3.60 for more information).

3. Overtime for afterschool staff must be approved in writing in advance by the principal (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. A Personnel/Expenditure Nonsalary Waiver Justification (PBSD 1862) must be submitted for any overtime pay required in afterschool.

4. 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 staff work beyond their regular duty day.

5. An afterschool site director, afterschool assistant site director or designee must be present in the afterschool program from the beginning of afterschool operations at school dismissal until the last student is dismissed from the program. The designee must meet all requirements necessary to qualify as an afterschool certified counselor or higher.

6. 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 min break (thirty hour employees) or two fifteen min breaks (forty hour employees).

7. The Job Performance Review for Temporary Afterschool Employees (PBSD 2504) must be completed for each staff member at least once annually.

8. In-system afterschool staff (PRTs) absent during the school day may still work in afterschool provided they are healthy.

9. 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.”

10. A list of 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.

11. Volunteers who assist on a regular basis and have direct contact with students must meet the health and age requirements of afterschool staff (a minimum of fourteen years of age) and be registered with the Palm Beach County School District’s Volunteers in Public Schools (VIPS) program. The VIPS coordinator at each elementary school can assist afterschool site directors in obtaining volunteers. 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 CITs) when working with students.

12. To assist the afterschool program with ordering, receiving, storing and preparing snack, a member of the food service staff may be hired and paid from the afterschool budget. A food service staff member may be scheduled one hour per day, after regular cafeteria duty hours, (e.g., 2:00PM–3:00PM). Additional hours may be scheduled for special events where food is served or the school kitchen will be used. Food service staff may also facilitate cooking classes or other food activities for students, as long as an afterschool counselor or other qualified afterschool staff is directly supervising the students. Unless supervising students in the role of an afterschool counselor, food service staff are not required to have a high school diploma. This is a Food Service job code and description; however, the funding information would be coded for the afterschool budget. A Job Action Request (PeopleSoft) must be completed for all secondary jobs.
Refer to School Board Policy 3.05 for complete rules and procedures regarding Equal Employment Opportunity.

All employees must preserve the security and confidentiality of the personal identification information they have access to and use in the performance of District duties and job responsibilities. District employees must sign the Employee Confidentiality Agreement for Personal Identification and Protected Health Information (PBSD 2345) (refer to School Board Policy 2.036 for more information).

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.

Pay Rates for Afterschool Positions

For information on salaries for afterschool positions, visit the Division of Human Resources website or refer to http://palmbeachschools.org/compensation/Other/PDFs.Other/Afterschool_Programming_FY15_01012015.pdf.

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 with the request and required information (justification for the supplement and the counselor’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
Staff possessing degrees beyond what is required by 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 (PBSD 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 – 199 students enrolled
- $2.00/hr. 200 – 299 students enrolled
- $3.00/hr. 300 – 399 students enrolled
- $4.00/hr. 400 or more students enrolled

Enrollment stipends for afterschool site directors are determined through checkpoints of student enrollment three times per year (including one time for summer camp). Afterschool site directors must provide the Afterschool Programming department with copies of their enrollment reports by each of the three dates below.
- 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)
Qualifications for Afterschool Positions

For information regarding qualifications for afterschool positions, please visit the Division of Human Resources website and then search position by job code:

- Afterschool Counselor-in-Training Job Code: 93350
- 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
- Temp Admin Support Job Code: 36060

Time Collection Device (TCD)

All School Board policies regarding the TCD, (time collection device), shall be followed by all afterschool staff, with the exception of full-time afterschool site directors.

All 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. The only exception to this is thirty-hour employees, who may choose to take their unpaid lunch break before arriving to work.

Payroll

Each payroll period is fourteen days, beginning on a Saturday and ending on a Friday.

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.
2. Summer camp afterschool site directors are hired to work no more than 45 duty days during the summer camp program (Fund 1303). This maximum allows for up to nine weeks of summer camp.
3. Academic advisors must be allocated for in 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 recommend academic advisors.
4. Temporary out-of-system custodial positions may be approved for payment from Fund 1301 under Job Code 31590 under the following parameters:
   a. The position is for less than twenty hours per week
   b. The position is without benefits
   Refer to item five below for information regarding the funding of this position.
5. A maintenance impact fee will be 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 will be appropriated once per semester (mid-fall and spring) to Fund 1301 from the revenues transmitted to the District. These funds were budgeted for under the afterschool fee structure approved by the Board. Allocations will be determined based on the FTE enrollment of the afterschool program.

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 Afterschool Programming department prior to placing anyone in this position. This action ensures appropriate management of employee benefits inherent to full-time versus part-time positions.

General Guidelines
- Afterschool part-time staff must generally work less than or equal to four hours per day (weeks in which a PDD, or staff meeting, etc. are scheduled are appropriate exceptions).
- The staff to student ratio for prekindergarten must be 1:12.
- The staff to student ratio for kindergarten must be 1:15.
- The staff to student ratio for grades one through five must be 1:18 or no higher than 1:25 if a 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 4:00PM, staff must be dismissed as students are dismissed from the program and ratios decrease. The afterschool activity leader’s role is to create and oversee afterschool activities, support the afterschool site director and to act as a backup to the afterschool site director for the afterschool database (EZ-Care2). Each afterschool activity leader must be scheduled to supervise a group during the highest attendance hours (usually the first two program hours daily), or must serve as the onsite substitute afterschool counselor for supervision of groups as needed.
- 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 will automatically be charged to the afterschool position.

Temporary Administrative Support
- Periodically there may be a need for temporary administrative support in the afterschool program. A school day staff member such as the school secretary or data processor may provide this support. Should the need arise, the school day staff member may be hired as a temporary administrative support clerk (Job Code 36060).
- Treasurers may not be utilized as temporary administrative support or as treasurers in the afterschool program due to of the conflict of segregation of duties this would create in regards to accounting and collection of afterschool fees. The only exception to this is for provision of the treasurer during summer camp in order to process deposits and transmittals of summer camp fees. School treasurers are responsible for verifying funds collected by teachers/sponsors (e.g., afterschool site directors), recording amounts collected in the school’s financial records, making bank deposits, remitting transmittals and drafting checks initiated by others. If the treasurer performs other duties for afterschool, the afterschool program may pay them for the additional hours they work after their regular duty hours end. The treasurer must clock in and out as afterschool staff for these hours.
- If a program utilizes the temporary administrative support clerk position, it should be on an as-needed, temporary basis to support the afterschool program, not as a permanent or guaranteed position.

Use of Substitutes
- School day substitutes may be utilized as afterschool staff 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 impact the afterschool budget. Any variance from the staffing allocation guidelines must be submitted to and approved by the area superintendent and Director of the Afterschool Programming department through a Personnel/Expenditure Nonsalary Waiver Justification (PBSD 1862). This will ensure effective management of afterschool payroll costs. The following allocations represent maximum amounts, and therefore additional staffing is usually deemed unnecessary.
### FY15 Afterschool Staffing Allocation Guidelines

<table>
<thead>
<tr>
<th>Program Enrollment</th>
<th>Afterschool Staff (includes counselors, certified counselors, CITs and senior CITs)</th>
<th>Activity Leader(s)</th>
<th>Academic Advisor(s)</th>
<th>Assistant Director(s)</th>
<th>Afterschool Site Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-79</td>
<td>4 - 5</td>
<td>1 TEMP (&lt; 20 hours)</td>
<td>8 hours per week</td>
<td></td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>80-99</td>
<td>4 - 6</td>
<td>1 TEMP (&lt; 20 hours)</td>
<td>8 hours per week</td>
<td></td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>100-119</td>
<td>4 – 6</td>
<td>1-2 TEMPs (&lt; 29 hours)</td>
<td>10 hours per week</td>
<td></td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>120-159</td>
<td>5 – 9</td>
<td>1 SPT (30 hours)</td>
<td>12 hours per week</td>
<td></td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>160-199</td>
<td>8 – 11</td>
<td>1 SPT (30 hours)</td>
<td>16 hours per week</td>
<td>1 SPT (30 hours)</td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>200-249</td>
<td>10 – 14</td>
<td>1 SPT (30 hours)</td>
<td>20 hours per week</td>
<td>1 SPT (30 hours)</td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>250-299</td>
<td>12 – 17</td>
<td>1 SPT (30 hours)</td>
<td>24 hours per week</td>
<td>1 SPT (30 hours)</td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>300-349</td>
<td>14 – 20</td>
<td>1 SPT (30 hours)</td>
<td>30 hours per week</td>
<td>1 SPT (40 hours)</td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>350-399</td>
<td>16 – 23</td>
<td>1 SPT (30 hours)</td>
<td>34 hours per week</td>
<td>1 SPT (40 hours)</td>
<td>1 SPT (40 hours)</td>
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<tr>
<td>400-449</td>
<td>18 – 25</td>
<td>2 SPTs (30-40 hours) plus 1-2 TEMPs (&lt; 29 hours)</td>
<td>40 hours per week</td>
<td>1 SPT (40 hours)</td>
<td>1 SPT (40 hours)</td>
</tr>
<tr>
<td>450+</td>
<td>21 - 25</td>
<td>2 SPTs (30-40 hours) plus 1-2 TEMPs (&lt; 29 hours)</td>
<td>40 hours per week</td>
<td>1 SPT (40 hours)</td>
<td>1 SPT (40 hours)</td>
</tr>
</tbody>
</table>

**Notes**

- No budget information can be drawn from the guidelines above. It is the responsibility of the afterschool site director to monitor the Impact Tool ([Site Administrators SharePoint](#)) to ensure staff payroll is fully supported within cost recovery guidelines.
- **Programs are not required to hire the number of temporary staff listed in the above guidelines. They are only listed as ranges for consideration.**
- The allocations listed for afterschool counselor positions are averages and do not include floaters (afterschool counselors not assigned a permanent group) or substitutes necessary to staff the program in another staff member’s absence.
- Floaters and substitute 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.
- **All benefitted positions must be approved by the Director of the Afterschool Programming department, who will forward approval to the Budget department for processing. Waivers for afterschool positions are not necessary. To request additional benefitted staff or changes to benefitted positions, an email**

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Personnel
Personnel

must be sent to the Director of the Afterschool Programming department with the request and rationale.

- CITs may assist afterschool counselors with large groups to maintain staff to student ratios. 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 CIT is 25. Use of CITs must be a temporary means of relieving wait lists prior to development of new groups.
- 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.

Staff Recruitment

Refer external applicants to the Department of Recruitment and Retention website for advertised positions and instructions. Provide a listing of the specific available job openings and positions for the afterschool program.

School Staff

- Request to speak at school staff/faculty meetings to discuss employment opportunities

Colleges/Universities

- Contact local colleges/universities
- Attend job fairs
- Post job vacancies online:
  - Florida Atlantic University (www.fau.edu/cdc)
  - Palm Beach State College (http://www.palmbeachstate.edu/career/employment-listings.aspx)
  - Palm Beach Atlantic University (http://www.pba.edu/career-for-employers)
  - Lynn University (www.lynn.edu/careers)
  - Northwood College (www.northwood.edu)
  - South University (www.southuniversity.edu/west-palm-beach)

Advertise

- Announce on school website
- Utilize local media (e.g., local newspapers, agencies and community bulletins)
- Distribute parent flyers/newsletters
- Disseminate information by word of mouth

High Schools

- Recruit counselors in training (CITs) from the local high school
- Contact guidance staff, career academy teachers and club sponsors
- Advertise on high school marquee

Agencies

- Post vacancies on CareerSource Palm Beach County (http://www.careersourcepbc.com/)

Hiring an Afterschool Site Director

The Afterschool Programming 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.

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.

Notify the Afterschool Programming department when a new vacancy of the afterschool site director position
occurs in an afterschool program and when the position has been filled. The department must notify the Early Learning Coalition of Palm Beach County and Family Central of any changes to the position of the afterschool site director.

Afterschool Site Director Change Mid-Year

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.

Procedure for Establishing a New Full-Time Position in Afterschool
1. Principal
   • Must send an email to the Director of Afterschool Programming requesting approval for a new full-time position
2. Afterschool Programming Department
   • Determines approval of the position
   • If approved, forwards email request to Budget department
3. Budget Department
   • Generates position control number
   • Emails position control number to school
4. School Center
   • Creates a new job opening in PeopleSoft to advertise the position
   • Reviews applicants for candidates to be interviewed
   • Conducts interviews and notifies the Human Resources department of applicant selected
5. Human Resources Department
   • Screens selected applicant
   • Adds applicant’s disposition to “10 Reviewed” screen (PeopleSoft)
6. School Center
   • Changes applicant’s disposition to “70 Offered Extended”
   • Enrolls applicant in New Employee Orientation (NEO)
   • Creates and prints a Job Offer Letter for the applicant
   • Directs applicant to the School Police department for fingerprinting
   • Provides applicant with drug testing locations
   • Informs applicant to complete online NEO forms prior to scheduled NEO date

Fingerprinting
All temporary employees regardless of age must be fingerprinted by the School Police department (refer to Florida statutes 1012.465 and 1012.56 for more information). This includes all temporary employees under the age of eighteen. The employee must bring a check or money order for $99.00, a government issued photo ID or school photo ID and their social security card. Once the employee has been cleared, an identification card will be sent to them. Temporary employees may not use a payroll deduction to pay their fingerprinting fee.
If an applicant does not yet have a social security card, they must present a copy of their Social Security Administration application for a social security card. This must be requested from the Social Security Administration.

All regular employees must be fingerprinted at a cost of $99.00 and may use a payroll deduction to pay their fingerprinting fee.
Promoting a CIT to a Counselor

Procedure for Promoting a CIT to an Afterschool Counselor

1. The staff member must be a high school graduate with a valid high school diploma.
2. The afterschool site director must verify the high school diploma, make a copy and sign and date the copy.
3. The afterschool site director must verify the birth certificate of the staff member, make a copy and sign and date the copy.
4. The staff member’s fingerprints must be on file with the School Police department.
5. Prepare an Employee Job Action Request (PeopleSoft) with the classification change.
6. Send verified diploma and birth certificate to the human resources technician assigned to the school.

Staff Training

All afterschool staff must sign a statement, which must be kept on file, indicating they have read and understand the following materials:

- District “Child Abuse Mandatory Reporting” training (eLearning Management)
- Afterschool Staff Handbook
- Afterschool Parent/Guardian Handbook
- Operational Manual, sections one through four
- Job responsibilities

All staff must:

- Submit original training certificates to the afterschool site director to make copy for files
- Carry their First Aid/CPR/AED cards with them

Afterschool Staff Training Requirements

All afterschool staff members are required to take First Aid/CPR/AED, Bloodborne Pathogens, Positive Ways to Work with Children and playground safety training within six months of employment and maintain all certificates.

All new staff are required to take the following trainings and submit documentation of completion:

- Afterschool Programming New Employee Orientation (eLearning Management)
- Code of Ethics (eLearning Management)
- Child Abuse Mandatory Reporting Training (eLearning Management)
- Bloodborne Pathogens (eLearning Management)
- Code Red (eLearning Management)
- Crisis Intervention Team-9 Positions (eLearning Management)
- Workplace Safety Step Stool and Ladders (eLearning Management)

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

- Foundations
  - Director Workshop (must attend annually just prior to start of school year)
  - Fall principal/afterschool site director meeting (must attend annually)
  - Autism Spectrum Disorder
- Fiscal trainings (must complete biyearly with the exception of EZ-Care2 Initial and Summer Camp Budget)
  - EZ-Care2 Initial*
  - EZ-Care2 Secondary*
  - EZ-Care2 Subsidies & Ledger Adjustments*
  - Worry Free Audits*
  - Fiscal Management*
  - Year End Maintenance*
- Payroll Impact*
- Credit Card*
- Financial Training for Internal Accounts
- EZ-Care2 Summer Camp (summer camp sites only)*
- Summer Camp Budget (summer camp sites only – must be taken annually)*
  - Additional trainings as specified by District, departments or supervisor

Afterschool assistant site directors and afterschool activity leaders acting as the backup to the afterschool site director must attend the courses above marked with an asterisk (*).

**Afterschool Activity Leaders**
- Afterschool Physical Games or Active in Afterschool
- Additional trainings as specified by District, departments or supervisor

**Academic Advisors**
- Any trainings as specified by District, departments or supervisor

After minimum requirements are completed, all staff must take a minimum of twelve hours of afterschool related training annually. First Aid/CPR/AED and Bloodborne Pathogens training do not count towards the yearly twelve hours. These trainings are necessary for the safety of students and staff, and must be completed annually or as certifications expire.

**Additional Trainings Accepted For Annual Requirements**
- Prime Time PBC afterschool trainings
- School-Age Professional Certificate (Afterschool Educator Certificate)
- Afterschool Programming department trainings
- Afterschool conferences

Afterschool programs participating in 21st Century Community Learning Centers (CCLC), IBM Reading Companion and/or any District academic enrichment 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 re-certification is required and consists of a seven-hour course, a written examination and practical examination. This training is for specific sites on an as-needed basis.

**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 when they attend District afterschool trainings or trainings provided by partner agencies such as Prime Time PBC, the YMCA and Corporate Care Works.
3. The afterschool program pays the cost of First Aid/CPR/AED certification, but does not pay staff to attend.
4. Trainings provided by 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 Review 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. Individual files on afterschool staff are not allowed.

New afterschool site directors, or afterschool site directors at new schools, must review all staff within the first two months of receiving their assignment. New staff must 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.

Completed reviews must be discussed with individual staff members in a private setting conducive to dialogue between the afterschool site director and the employee. Forms must be signed by the afterschool site director, the employee and the principal.

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. The Afterschool Site Director Proficiency Checklist (refer to “Afterschool Site Director Proficiency Checklist” for more information) and the Afterschool Site Director Fiscal/Recordkeeping Checklist (refer to “Afterschool Site Director Fiscal/Recordkeeping Checklist” for more information) are appropriate references for principals to utilize when responding to the indicators on the Noninstructional Evaluation (PBSD 0088).

Staff Termination

Temporary Afterschool Staff
Temporary staff positions are by their nature, temporary. These 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 afterschool site director must inform the staff member of the termination and rationale.
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.

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.
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- 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 principal must be made aware of the incident, documentation must be kept and the Professional Standards department must be consulted if necessary.

**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 investigation (refer to House Bill 7173 and State Statute 39.201 for more information).

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).

**Job Related Injuries (Staff)**

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* ([DFS-F2-DWC-1](#)) and give it to the school secretary who will input the claim into PeopleSoft. The staff member as well as the principal or afterschool site director must sign the report.
3. The afterschool site director must make provide a copy of the form to the injured staff member to take to the medical provider, including the “First Fill Prescription Form.”
   a. The assigned physician must be from the *Workers’ Compensation Authorized Primary Care Physicians List*. This list is updated periodically and can be found by accessing the following link: [http://www.palmbeachschools.org/riskmgmt/WorkersComp/documents/DoctorsList.pdf](http://www.palmbeachschools.org/riskmgmt/WorkersComp/documents/DoctorsList.pdf).
   b. 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.
4. The staff member must see a physician and may be given work restrictions via the *Florida Workers’ Compensation Uniform Medical Treatment/Status Reporting Form* ([DFS-F5-DWC-25](#)).
5. The afterschool site director must require a copy of the *Florida Workers’ Compensation Uniform Medical Treatment/Status Reporting Form* ([DFS-F5-DWC-25](#)) from the staff member every time they see a physician.
6. 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 434-8677 or 434-7440.
7. If there are no physical restrictions, the staff member may return to their regular job.

For emergency after hours answering service, contact 1-877-815-3272.

For complete information, refer to the Risk Management department’s Workers’ Compensation website at [http://www.palmbeachschools.org/riskmgmt/WorkersComp/WCGuidelines.asp](http://www.palmbeachschools.org/riskmgmt/WorkersComp/WCGuidelines.asp)

**Staff Handbook Requirements**

Each staff member must be given a Staff Handbook as soon as they are hired. The Staff Handbook for any District afterschool program must include:

1. Afterschool Programming department philosophy
2. Chain of command
3. Hours of daily operation (AM and PM)
4. Daily duties
5. Procedures for staff notification of absences or lateness to work
6. Description of appropriate communication with staff and students
7. Child abuse reporting training requirements and procedures
8. Procedures for conducting the Job Performance Review for Temporary Afterschool Employees (PBSD 2504) and the Noninstructional Evaluation (PBSD 0088)
9. Policy regarding use of technology (reference School Board Policy 3.29)
10. Procedures regarding staff badges (must be worn at all times)
11. Policies regarding appropriate dress (e.g., staff unaltered shirts, closed toe shoes, etc.)
12. Policies regarding consumption of food and beverages (snack policies for students must also be followed by staff when in the presence of students)
13. Explanation of first aid and emergency procedures and instructions on how to complete the Student Accident Report – Afterschool Program Use Only (PBSD 2489)
14. Procedures for student illness and injury
15. Procedures regarding medication
16. Emergency drill procedures
17. Behavior plans and policies (must have principal’s approval)
18. Appropriate behavior modification strategies
19. Importance of positive staff/student interactions
20. Procedures regarding development of group rules
21. Description of appropriate activities
22. Policies regarding playground safety and proper staff positioning
23. Procedures regarding care of classrooms and materials
25. QIS Improvement Plan (if applicable)
26. Staff position and job description
27. Operational Manual, sections one through four
5. ACCOUNTING FOR SUBSIDIES

The following accounting procedures for subsidies must be followed in order to make charges equitable:

1. All subsidized students must be charged the same afterschool and snack fees as other students in the afterschool program regardless of their reimbursement rate. For example, if a program charges a daily snack fee of $.65, then subsidized students must also be charged a daily snack fee of $.65. If the program participates in the Reimbursable Snack Program and no snack fee is charged, then no subsidized students may be charged a snack fee.

2. All subsidized students must be charged the same $25.00 registration fee as other students in the afterschool program. $25.00 from the first payment made for the student must be receipted to Account 6-9525.00 (Afterschool Registration Fees).

3. The daily reimbursement rates guaranteed by Family Central are currently:
   - $12.53/day 2:00PM – 6:00PM
   - $3.75/day AM program only
   - $12.53/day AM and PM
   - $23.83/day Full day (non-school day)

Family Central does not recognize reimbursement for special activities and snack fees. Family Central recognizes only reimbursement of afterschool fees. Registration and special activities fees are not delineated in the subsidy reimbursement. As a result, reimbursement rates are adjusted for use by District afterschool programs.

1. The daily reimbursement rates adjusted for District afterschool programs to calculate subsidy credits for grades kindergarten through five are currently:
   - $11.27/day less assessed parent fee 2:00PM – 6:00PM
   - $10.52/day less assessed parent fee 2:00PM – 6:00PM Reimbursable Snack Program
   - $3.61/day less assessed parent fee AM program only
   - $12.39/day less assessed parent fee AM and PM
   - $23.83/day less assessed parent fee Full day (non-school day)

2. The daily reimbursement rates adjusted for District afterschool programs to calculate subsidy credits for VPK Parent Fee Funded programs are currently (VPK Parent Fee Funded programs receive the full subsidy credit and do not subtract the parent fee):
   - $15.47/day 2:00PM – 6:00PM
   - $14.72/day 2:00PM – 6:00PM Reimbursable Snack Program

3. The daily reimbursement rates adjusted for District afterschool programs to calculate subsidy credits for VPK Title 1 Funded/ESE Inclusion programs are currently (afterschool must collect the parent fee):
   - $15.47/day less assessed parent fee 2:00PM – 6:00PM
   - $14.72/day less assessed parent fee 2:00PM – 6:00PM Reimbursable Snack Program

Calculating subsidy charges and credits in EZ-Care2:

1. All subsidized students must be charged the same $25.00 registration fee as other students in the afterschool program. Fees must be ledger adjusted or group posted as they would for other students in the afterschool program.

2. Enter a ledger adjustment to credit the registration fees:
   a. Category- FC Subsidy Credit
   b. Comment- subsidy credit registration
   c. Child- select the student’s name
   d. Amount: $25.00 (as a positive)

3. Enter the same afterschool fees and snack charges as the other students in the afterschool program onto the student’s Tuition tab:
   a. Afterschool fees
   b. Snack fees (if applicable)

4. Enter the subsidy credits using the daily reimbursement rates below onto the student’s Tuition tab:
   - $11.27/day less assessed parent fee 2:00PM – 6:00PM
   - $10.52/day less assessed parent fee 2:00PM – 6:00PM Reimbursable Snack Program
   - $3.61/day less assessed parent fee AM program only
   - $12.39/day less assessed parent fee AM and PM
   - $23.83/day less assessed parent fee Full day (non-school day)
Accounting for subsidies:

1. The balance due will be reflected in EZ-Care2. This amount may not equal the subsidized parent fee per day; therefore, do not multiply the subsidized parent fee by the number of days in a given month.
   - Example A: If an afterschool program charges less than $.75 per day for snack, the amount owed would be less than the subsidized parent fee.
   - Example B: If an afterschool program charges more than $23.83 per day for non-school days, the amount owed would be more than the subsidized parent fee.

2. $25.00 from the first payment made must be receipted to Account 6-9525.00 (Afterschool Registration Fees). All other payments must be receipted to Account 6-9500.00 (Afterschool Fees). Special activities and snack fees must be receipted out of the reimbursement payment from Family Central.

Accounting for reimbursement payments from Family Central:

1. Family Central reimbursement will arrive each month through an ACH payment (direct deposit) by the seventeenth calendar day of the month, or on the first business day following a weekend or holiday. The Afterschool Programming department will utilize reimbursement reports to designate the breakdown of these funds into afterschool fees, snack and special activities. Once these funds are posted to each afterschool program’s budget accounts, afterschool site directors will receive a breakdown of their reimbursement via email. Afterschool site directors can view the reimbursement report via the Early Learning Coalition Provider Portal. For questions regarding reimbursement, afterschool site directors should contact Shirley Castro (514-3323) for elementary schools A-H and Gera Gardiner (514-3375) for elementary schools I-Z.

2. Enter one line in Cash Receipts to account for the reimbursement payment in EZ-Care2:
   a. Name - Family Central
   b. Child – leave blank
   c. Payment Type – Check
   d. Category – Parent Receipts
   e. Check#/Comment – enter the journal entry number

3. Post receipts.

What if:

- A subsidized student is enrolled in the morning program: If a student’s subsidy credit is larger than the amount charged for the morning program, then enter the subsidy credit the same amount as the charges so the amount owed is $0.00.

- A subsidized student is enrolled in the morning and afterschool program: If the afterschool program charges snack in addition to the hourly rate, then the amount owed would be more than the stated parent fee from Family Central.

- A subsidized student is enrolled in any camp days: The allowable subsidy rate is currently less than the average rate charged for camp days; therefore, the amount owed would be more than the stated parent fee from Family Central.

- A snack fee is not charged: Snack fees must still be receipted out of the subsidy reimbursement at a rate of $.75 multiplied by the total number of days in a given month.

- A snack fee of less than $.75 per day is charged: Snack fees must still be receipted out of the subsidy reimbursement at a rate of $.75 multiplied by the total number of days in a given month.

- A student has been enrolled in the afterschool program, has already paid registration and subsequently is approved for a subsidy mid-year:
  o Complete a ledger adjustment to credit the $25 registration fee (refer to item two under Calculating subsidy charges and credits in EZ-Care2 above).
  o If the student was not previously enrolled in the full-time program, change the rate type in their Tuition tab to “Full Time Fees.”
  o Enter the subsidy credit onto the student’s Tuition tab (refer to item four above).

Note: The student may have a credit for the first month or two, depending on the parent fee provided.

For questions regarding accounting procedures for subsidies, contact Michelle Ciancio (640-1169). Agencies do not necessarily maintain information sufficient for their staff to be conversant with School Board policies. Refer to the Early Learning Coalition of Palm Beach County Compliance Manual (Site Administrators SharePoint) for complete rate agreement information (refer to “Agency Subsidized Fees” for more information).
Afterschool Site Director Check Sheet

Afterschool Site Director Responsibilities

- Attend start of school year meetings where the principal meets with teachers and school staff.
- Attend periodic school meetings (PTO/PTA/SAC Advisory meetings, School-Based Team meetings as needed, etc.) to further develop program needs, meet student needs and increase community involvement.
- Meet with the principal/assistant principal regularly.
- Inform the principal if considering entering into any contracts with vendors or making large expenditures.
- Attend mandatory District trainings and meetings. Fulfill all training requirements annually.
- Submit all surveys and paperwork to the District by their due dates.
- Adhere to discipline and health policies as set forth in the Operational Manual.
- Check Google Mail daily for new messages.
- Circulate throughout the program each afternoon in order to maintain visibility and facilitate proactive work in addressing issues before and as they arise.
- Provide a location, bulletin board or notebook where parents/guardians can easily determine current and upcoming events in the afterschool program. Weekly or monthly newsletters assist with family involvement.
- Develop a daily schedule with time and room locations and specific lesson plans for activities.
- Develop and post a weekly schedule for easy access.
- Develop and post a snack schedule for parents/guardians to view.
- Distribute and collect surveys.
- Purchase supplies and materials as needed.
- Keep a fully stocked, portable first aid kit in the afterschool office.
- Maintain a separate notebook on students with specific needs.
- Maintain a separate notebook with sign-out sheets for any students who have custody orders.
- Market the program to recruit students throughout the year.
- Recruit, interview, evaluate and recommend personnel to facilitate the program.
- Recruit staff throughout the year so students can enter the program all year long and wait lists are diminished as soon as possible.
- Ensure all staff have badges.
- Oversee staff scheduling and vary staff for optimum ratio coverage and successful balancing of the budget. Out-of-system staff may work no more than twenty hours per week on a normal basis. Schedule in-system staff so they do not work overtime.
- Conduct mandatory staff orientation for all staff annually.
- The afterschool site director must review with their staff all quality reviews and playground safety procedures with the afterschool staff during their orientation.
- Provide monthly staff development training and meetings.
- Provide crisis response training for all staff.
- Give each staff member a copy of the current Crisis Response Plan.
- Ensure that all staff are certified in CPR/First Aid/AED.
- Provide a first aid kit with CPR masks and non-latex gloves for each staff member.
- Document staff attendance at required trainings.
- Designate a staff member to monitor the lightning detector.
- Keep one file or notebook with all staff in alphabetical order. Do not keep separate files on individual staff.
- Request approval from the principal for: training, overtime, hiring and evaluating staff. The principal must sign the Job Performance Review for Temporary Afterschool Employees (PBSD 2504) for all part-time afterschool staff before they are reviewed with staff.
- Provide a location, bulletin board or notebook where staff can easily see pertinent staff information. Post all emergency numbers in this area.
- Provide ongoing recognition to afterschool staff and students.

Registration Checklist

Parent/Guardian Handbooks must be distributed when students are registered. Parents/guardians must sign they have read and understand afterschool policies and procedures.
New Hiring Checklist
Staff must sign they have read and understood the following:

- Staff Handbook
- Operational Manual, sections one through four
- Job Performance Review for Temporary Afterschool Employees (PBSD 2504)
- Parent/Guardian Handbook

Afterschool Policies

1. EZ-Care2 computer software is used for documenting student information, afterschool charges and payments.
2. The staff/student ratio for prekindergarten is 1:12. For kindergarten, the ratio is 1:15. Students in grades one through five require a ratio of 1:18. Counselors in training (CITs) may be used to increase the ratio, but never to more than 1:25. CITs and volunteers may never be left alone with students.
3. Regular afterschool staff that work five hours or more per day are required to take a half hour unpaid lunch break.
4. Eligible students may not be denied access to the afterschool program for any reason except for capping of a maximum enrollment or a need to hire staff to work with a student or students. The principal is the ultimate responsible party for determining the maximum enrollment of the school’s afterschool program. The principal’s decision must be based on capacity for safety, reasonable access to and use of the facility and available staff for supervision of participating students.
5. All programs must have a written afterschool Crisis Response Plan. All staff must be trained in crisis response. Four emergency drills are required during the school year. The principal must approve the afterschool program’s Crisis Response Plan before implementation.
Afterschool Site Director Proficiency Checklist

The following indicators provide documentation of the Afterschool Site Director’s proficiency in fiscal, academic and quality program management. Detailed descriptions outlining proficiency levels for each indicator are provided in a separate document for your reference.

Fiscal Indicators
- Has completed all fiscal management trainings to include: Worry Free Audit, EZ-Care2 Initial, EZ-Care2 Subsidies and AR Adjustments, EZ-Care2 Secondary, EZ-Care2 Year End Maintenance, Fiscal Management, Payroll Impact Tool and Credit Cards
- For afterschool site directors implementing summer camp, Summer Camp Budget Planning and Summer Camp EZ-Care2 trainings are additionally required
- Understands budget overview and allowable carryover evidenced by ongoing review with principal
- Provides principal with recommendations for utilization of afterschool funds to refresh, renovate or replace school facility and/or equipment used by afterschool
- Reviews and understands Gross and Fringe report provided by payroll contact monthly
- Completes attendance reports and all Family Central records evidenced by timely Family Central payments and lack of payment errors requiring repayment to Family Central
- Utilizes the Afterschool Impact Tool (Site Administrators SharePoint) to track impact of staff and expenses on afterschool budget evidenced by bi-weekly updating of Payroll Impact Tool
- Generates Aging Reports in EZ-Care2 to track balances due
- Documents any Fee Payment Agreements (PBSD 2503)
- Appropriately posts charges in EZ-Care2
- Appropriately receipts money in EZ-Care2
- Keeps records of PBC End of Day Payments report, Monies Collected Reports (PBSD 0180, order from Supply Warehouse), money calculator/adding tape printout and official receipt provided by treasurer for each deposit made
- Appropriately logs deposits in school safe using drop safe log for every date money is collected
- Initiates process of monthly transmittals by completing Check Requisition (PBSD 0181)
- Manages payroll TCD records with minimal hand manipulations
- Maintains effective working relationship with bookkeeper/treasurer
- Maintains effective working relationship with secretary/payroll contact
- Manages all fiscal aspects of afterschool program evidenced by no areas of concern on annual Fiscal Review by Department of Afterschool Programming

Academic Indicators
- Has completed required academic initiative trainings for successful oversight of academic enrichment initiatives in afterschool
- Implements an academic enrichment initiative in afterschool evidenced by fidelity checks by Department of Afterschool Programming staff
- Utilizes academic advisor(s) to oversee implementation of academic enrichment and/or intervention initiatives in afterschool
- Provides dedicated time within afterschool program for academic initiatives as evidenced by daily afterschool schedule
- Utilizes appropriate strategies to manage homework assistance period effectively to meet the needs of enrolled students
- Utilizes school center facility to maintain access to appropriate space and technology
- Meets with principal regularly to review alignment of afterschool to school day priorities and goals

Quality Indicators
- Has completed required crisis response/playground safety training
- Schedules staff appropriately to accommodate safe ratios while remaining within the District staffing allocation guidelines
- Provides opportunities for ongoing staff training/education evidenced by training certificates
- Holds regular staff meetings evidenced by agendas
- Provides appropriate guidelines for staff evidenced by Staff Handbook
• Manages staff evidenced by staff evaluations and walk around observations
• Provides opportunities for staff recognition
• Develops and utilizes a mission statement
• Provides a Parent/Guardian Handbook for all registered students
• Displays student work as evidenced by work samples prominently displayed in program/school
• Develops activity/weekly schedules including use of classrooms and other areas of school facility
• Lesson plans are kept and indicate a wide variety of student activities and choices throughout each week
• Attendance/sign-out sheets are accurately completed
• Emergency drills are documented
• Wellness initiatives are implemented evidenced by food receipts, snack schedule and lesson plans
• Afterschool site director participates in PTO/PTA/SAC Advisory meetings
• Develops afterschool partnerships within community
• Crisis Response Plan specific to afterschool is complete
• Student Specific Needs notebook is kept documenting all students’ special needs
• Parent/student/staff are utilized to revise, update and inform program of changing needs of afterschool community
Afterschool Site Director Fiscal/Recordkeeping Checklist

**Daily**
1. Collect afterschool fees (and reprint *Aging Report*) until all accounts are current.
2. Receipt and deposit all payments within 24 hours. No funds may be left in the afterschool office overnight.
3. Back up EZ-Care2 program onto the server and a flash drive.

**Monthly**

*Beginning of Month*
1. Collect fees prior to the start of each month.

*Middle of the Month*
1. Email two *Aging Reports* (one must include credit balances) to the Afterschool Programming department by the 15th of each month.
2. Email one *Ledger Audit Report* (Manual Transactions Only) to the Afterschool Programming department by the 15th of each month.
3. Print the *Full-Time Equivalency (FTE) Report* for a seven-day period (Sunday-Saturday).

*End of the Month*
1. Post charges for the next month (Generate Attendance and Post Tuition) in EZ-Care2.
2. Create a monthly backup of EZ-Care2 on a CD/flash drive and store in the school vault or treasurer’s office.
3. Request a copy of the General Ledger from the treasurer and check all internal accounts.
4. Submit a *Check Requisition* (PBSD 0181) to treasurer to transmit afterschool fees for the month.
5. Print the *Monthly Attendance* (EZ-Care2) for the month.
6. Print the *Sign-Out Sheet – By CHILD* (EZ-Care2) for the month.
7. Submit any *Extended Hour School Teacher Verification for Afterschool Programs* forms (PBSD 2469) to the Department of Afterschool Programming.
8. Review all completed *Employee Verification for Afterschool Programs* forms (PBSD 2476).
9. Complete the Family Central attendance report and submit electronically via Early Learning Coalition (ELC) provider portal by the due date (4th day of the month).
10. Provide the treasurer with the *Cashless Schools Export* report (EZ-Care2) to set up credit card payment option online.
11. Request a budget overview and review the afterschool budget.

*End of Each Pay Period*
1. Review the Gross and Fringe report (PeopleSoft) to determine payroll and benefit expenses. Obtain the report after the payroll period ends through PeopleSoft (must have access to PeopleSoft Financials) or through the school’s secretary. Utilize the Gross and Fringe report (PeopleSoft) to complete the payroll expenses portion of the Afterschool Impact Tool (Site Administrators SharePoint).

**Yearly**

*Beginning of School Year*
1. Update the EZ-Care2 database for the new school year.
2. Modify the fee schedule to include appropriate snack fees.

*End of School Year*
1. Ensure Account 6-9550.00 (Afterschool Snacks) does not exceed a $1,500.00 carryover at year-end.
2. Ensure Account 6-9600.00 (Afterschool Special Activities) does not exceed a $750.00 carryover at year-end.
3. Ensure the budget does not exceed a $5,000.00 carryover or twenty percent of the transmitted fees collected at end of fiscal year.
4. Log delinquent accounts and send a list to the Afterschool Programming department (Joyce Goodlett).
5. Send an EZ-Care2 backup to the Afterschool Programming department (Michelle Ciancio).
6. Complete year-end procedures for EZ-Care2.
Principal Quick Guide for Afterschool

1. **All afterschool information is in the Operational Manual, sections one through four.**
   The Site Administrators SharePoint contains supplemental documentation. The Operational Manual is updated at least once annually.

2. **Opening a new afterschool program**
   Request the funding to open a new afterschool program through an Afterschool Program Special Project Fund Application (PBSD 1873).

3. **Afterschool site director**
   a. The principal is responsible for hiring the afterschool site director (refer to the Division of Human Resources website for information regarding position requirements).
      i. The afterschool site director’s hours per week are based upon enrollment (refer to “Supplements for Afterschool Positions” of this document for more information).
      ii. The Afterschool Programming department will assist with:
          - Prospective applicants
          - Sample interview questions
          - Participating on interview committee
          - Providing initial afterschool site director training/support
   b. If an afterschool site director leaves mid-year, the principal may appoint a new afterschool site director.
   c. The principal must complete a Noninstructional Evaluation (PBSD 0088) for the afterschool site director annually.
   d. All School Board policies and procedures must be followed in regards to appointment and annual reappointment of personnel (refer to School Board Policy 3.15 for more information).

4. **Each new school year**
   a. Begin afterschool registration for the next school year in the spring.
   b. The afterschool site director must attend at least one school staff/faculty meeting during the school year.

5. **Fees**
   a. Monthly afterschool fees are due prior to the start of each month.
      i. A courtesy extension may be permitted with a Fee Payment Agreement (PBSD 2503) but may not be used on a continual basis.
      ii. Terminate afterschool services for students with remaining balances.
      iii. Provide delinquent account information to data processor for placement on the student’s permanent record (A-25 screen).
   b. All afterschool fees must be paid in the afterschool office to the afterschool site director or designee.
      i. Afterschool fees may not be paid at the school office, or given to teachers.
   c. Afterschool Program School-Based Partial Fee Waiver Applications (PBSD 2159)
      i. Are based solely on financial need.
      ii. The afterschool budget must have a sufficient balance to cover fees waived.

6. **Overseeing accounting and budget**
   a. During the last week of each month, the principal must be provided with reports relevant to the afterschool budget and a copy of the Aging Report (EZ-Care2) for review with the afterschool site director.
   b. Recommendations for maintaining cost-recovery status:
      i. Collect all afterschool fees.
      ii. Eliminate or strictly limit overtime of staff working in afterschool.
      iii. Keep staff/student ratios at their appropriate ratios throughout the afternoon and schedule staff to leave as students leave (i.e., 4:00PM, 4:30PM, etc.)
   c. Funds in Account 6-9500.00 (Afterschool Fees) must be transmitted to the District within the first five school days of each month.

7. **EZ-Care2 – afterschool program management software**
   a. The afterschool site director and at least one other staff member (assistant site director and/or activity leader) must be trained and become proficient in EZ-Care2 (trainings are held at the District office throughout the year).

8. **Payroll**
   a. The principal must review staff hours and approve payroll each pay period.
b. Principals may permit the afterschool site director to submit the afterschool payroll.

9. **Facility requirements**
   a. Adequate space must be designated for the afterschool office.
   b. Sufficient classroom space must be available for use by the afterschool program (afterschool can rotate the use of classrooms when necessary).
   c. An “A” key must be provided to the afterschool site director, or an alternative method given to lock down the school.

10. **Morning Program**
    a. The morning program may be offered based upon need.
    b. The morning program must have a minimum of 10 students enrolled to remain in cost recovery.

11. **Summer Program**
    a. Refer to the District Afterschool Programs Camp Manual
    b. Summer camp guidelines are determined by the Department of Afterschool Programming. No plans may be developed for summer camp prior to the official release of these guidelines.

12. Non-afterschool students left after school cannot be placed in the afterschool program due to liability reasons.

13. Afterschool funds cannot be used to purchase gifts for staff or purchase food for adults with the exception of food for afterschool staff training.

14. **Emergencies**
    a. The afterschool site director should have access to the red phone in case the school’s regular telephone system is down, to emergency equipment, and to the principal and assistant principal (home or cell phone numbers) should there be an emergency during after school hours.

15. The principal must meet regularly with the afterschool site director.
7. 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)/504
Debra Nesson Okell, ADA/504 Specialist
3300 Forest Hill Boulevard, A-203, West Palm Beach, Florida 33406
561-434-8817  debra.nesson@palmbeachschools.org

Americans with Disabilities Act (ADA) Facilities
Yevola Falana, ADA Title II Coordinator
3661 Interstate Park Road North, Suite 200, Riviera Beach, Florida 33404
561-882-1912  yevola.falana@palmbeachschools.org

Equal Employment Opportunity (EEO)
Americans with Disabilities Act (ADA)/Accommodation
Deneen Wellings, EEO/Title IX Coordinator
Office of Professional Standards @ Safe Schools Institute
1790 NW Spanish River Blvd., Boca Raton, Florida 33431
561-982-0905  deneen.wellings@palmbeachschools.org

Florida Educational Equity Act Coordinator
Frank J. Rodriguez, Ph.D., Assistant Superintendent, Quality Assurance
3300 Forest Hill Boulevard, B-244, West Palm Beach, FL 33406
561-434-8851  frank.rodriguez@palmbeachschools.org

Gender Equity in Athletics/Title IX
Yetta Greene, Instructional Specialist for Athletics
Department of K-12 Curriculum
3300 Forest Hill Blvd., C-223, West Palm Beach, Florida 33406
561-963-3872  yetta.greene@palmbeachschools.org

Approved:  
E. Wayne Gent, Superintendent

Date: 5/21/13