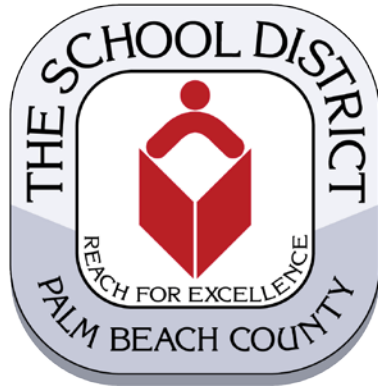


The School District of Palm Beach County
Division of Student Services, Equity & Access
Department of Afterschool Programming



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.



The School District of Palm Beach County, Florida, prohibits any policy or procedure that 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 afterschool programs operate. It is the responsibility of the afterschool site director to be knowledgeable of and operate within School Board policies and procedures, for more information refer to <http://www.boarddocs.com/fl/palmbeach/Board.nsf/Public>.

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

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

For information on 21st Century Community Learning Centers (21st CCLC), contact Dr. Cynthia George, Grant Program Planner at cynthia.george@palmbeachschools.org or visit the 21st CCLC Program website at <http://www.palmbeachschools.org/afterschoolprogramming/21stCCLC.asp>.

Afterschool Programming Philosophy

The purpose of the Department of Afterschool Programming is to facilitate opportunities for quality afterschool programs that 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 afterschool 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.

Partnerships with Outside Agencies

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

Confidentiality

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

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

All parent/guardian and student information must be kept confidential. Requests for public records must be submitted to the Communications and Engagement department.

Bullying

The School Board of Palm Beach County is committed to providing a safe, secure, civil and respectful learning and workplace environment free from bullying and harassment. Bullying and harassment of any kind will not be tolerated. All written or oral reports of bullying and harassment will be documented and processed in accordance with [School Board Policy 5.002](#).

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, training and interaction with families. As well as, a fiscal compliance review of all billing and enrollment data for the program. The results of which are made available to the afterschool director and administrative personnel. It allows afterschool site directors and principals to note and make adjustments to the program, and align program implementation to District protocols and effective practices already in place.

It is the responsibility of afterschool site directors to be versed in all aspects of the annual review documents and tools. Afterschool site directors must go over all annual review materials with staff at their orientation meeting.

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 and 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.

Ratios

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 second counselor or counselor in training (CIT). CITs may not be included in ratios on water activities or field trips. For programs serving

prekindergarten ESE students, discretion must be used to adjust staffing ratios to meet the specific needs of the students.

Afterschool Hours

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

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

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

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

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

Morning Program Requirements

1. Morning programs must operate for at least one hour.
2. Monthly fees for the morning program are calculated 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. Only afterschool staff may provide supervision of students in the morning program. Staff must be in the position of certified counselor or higher.
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. One certified counselor is required for every twelve prekindergarten-enrolled students in the program. One additional counselor (no CITs) may be used in conjunction with a certified counselor to ease staffing ratios in a prekindergarten group for up to eighteen prekindergarten students. Ratios must be adjusted as needed to accommodate the needs of ESE prekindergarten students in the afterschool program.
3. Monthly fees for each prekindergarten student are calculated based upon the current prekindergarten hourly rate. Although, services may not be provided or paid for by the hour.
4. The Afterschool Programming department provides Healthy Lifestyle Choices curriculum at no cost to the afterschool program. This developmentally appropriate curriculum must be implemented throughout the school year as the core of the prekindergarten afterschool program. Afterschool site directors can contact Susan Lowenthal (640-1161) to obtain curriculum.
5. Prekindergarten students may only use playgrounds approved for prekindergarten.

For questions regarding the prekindergarten program, to request training, coaching, and/or observation of students, contact Susan Lowenthal (640-1161).

School Day Release to Afterschool

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

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

- The afterschool site director has received 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 in school-based tutoring programs and/or by vendors under one of the three vendor categories provided by the Purchasing department if:

- The afterschool site director has received 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 must NOT be released to their parent/guardian by the vendor/tutor. They must be returned to the afterschool program, as the program is responsible for release of the student to their parent/guardian or authorized designee.

Students from a Different Home School

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

- If a student attends a District school other than their home school and is bused back to their home school to attend the afterschool program, the parent/guardian must furnish a notarized letter that states the student is responsible for signing in to the program daily.
- 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 parent/guardian of any student who is listed as absent from school that day to confirm the student's absence.
- Every effort must be made to have the bus drop off the students as near to the afterschool office as possible.
- Students arriving to afterschool from another school must walk from the bus drop-off point to the afterschool sign-out desk (or designated area) and sign or print their names prior to proceeding to their group.

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.

Any Students not present for attendance, afterschool site directors must 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.

A student's absence from school does not prevent their attendance in the afterschool program unless they are sick or 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.

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

- X Present
- A Absent
- T Terminated

Snacks

The afterschool program must provide daily snacks for all afterschool students. Hand washing or sanitizing must take place prior to snack distribution and before cooking activities. Napkins 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. At least two food choices must be offered. 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." For more information, refer to [USDA Tools for Schools: Focusing on Smart Snacks](#).

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 are prohibited. Snacks may not be sold to individual students.

Occasional exceptions may be made to the United States Department of Agriculture's "Smart Snacks in Schools" standards, 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 "Smart Snacks in Schools," as there are separate requirements that must be met for this program.

Daily Activities

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 weekly schedule and each activity lesson plan. The afterschool site director is required to maintain documentation of all schedules and lesson plans, to be made available for review by District personnel.

There must be a balance of creative educational activity choices in reading, writing, math, science, geography, games, and computer software. Activities must be hands-on whenever possible to stimulate learning. Programs must provide a variety of high interest and age appropriate activities for the students involved. Student work must be displayed and there must be ongoing student recognition. The afterschool site director is responsible for keeping the principal updated on all afterschool activities.

Afterschool programs must include the following daily activities:

1. **Homework opportunity of at least a half hour twice daily.** If this service is provided through age grouping, students with no homework may work on other age-appropriate active learning materials, projects provided by afterschool or brought from home. A location must be provided that is conducive for task completion. Homework assistance must be provided. Two homework times must be offered: one between 2:00PM-4:00PM and another between 4:00PM-6:00PM. Students may participate in one or both homework

times.

2. **Indoor snack time scheduled for a minimum of fifteen minutes.** Snack must meet current USDA regulations and District guidelines.
3. **Academic enrichment must be a minimum of three hours per week.** Academic enrichment initiatives (i.e. *Explore Literacy*, *Give 'em a Boost* and *STEAM*) developed by the Afterschool Programming department provide options in all curricular areas. Other acceptable choices are computerized educational programs, educational games, story time, reading programs, math initiatives, science initiatives, tutoring, packaged academic programs and other academic enrichments. 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.
4. **A minimum of thirty minutes in every three-hour block of time for outdoor physical play or vigorous physical activity.** Include group games and organized activities during playground time. When inclement weather or other circumstances prevent scheduled outdoor play, the alternative must be structured indoor physical activities.
5. **A variety of activities using designated classrooms (e.g., cafeteria, computer labs, media centers, art rooms and music rooms).** School facilities are District property, and the principal is responsible to designate classrooms with appropriate and feasible space for use by the afterschool program.
6. **Activities and additional clubs that may be offered on a rotating schedule.** Activities offered may include fine arts (e.g., arts and crafts, music, dance, dramatic play, etc.). Clubs offered (e.g., 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.

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

Academic Enrichment

Afterschool participants must receive a minimum of three hours of academic enrichment per week. The enrichment provided must support daytime learning by meeting Florida Standards and/or the *National Afterschool Association Core Knowledge and Competencies* for learning environments and curriculum. This enrichment may include computerized educational programs, educational games, story time, reading programs, math initiatives, science initiatives, tutoring, packaged academic programs and other academic enrichments. Academic advisors are required to oversee the implementation of academic enrichments with guidance from the afterschool site director.

Academic enrichment initiatives developed by the Afterschool Programming department provide options in all curricular areas. Principals and afterschool site directors may choose to utilize any of the following options by completing the *Afterschool Academic Initiative Request* ([PBSD 2477](#), eForm) and submitting it to the Afterschool Programming department.

Explore Literacy

The *Explore Literacy* initiative enhances fluency and comprehension taught during the regular school day. It is based on fiction and non-fiction read alouds and incorporates research based *Reader's Theater* selections. *Reader's Theater* supports fluency and comprehension, while also encouraging creativity and team building as students read together in a fun-filled learning environment. *Explore Literacy* combines interactive hands on activities, open-ended questions, student voice and choice and cooperative group work. This well-rounded curriculum promotes a lifelong love of reading.

Explore Literacy is aligned to the Language Arts Florida Standards. Although, it is available primarily for grades K-3, it is available to all elementary grades and implemented one hour a day, three days a week.

Give 'em a Boost

The *Give 'em a Boost* initiative is a personal enrichment and healthy living program that includes topics in the areas of character education, personal health and safety and nutrition. *Give 'em a Boost* incorporates research based *Sports, Play and Active Recreation for Kids (SPARK)* activities, which are both inclusive and fun in order to promote a lifelong love of personal fitness. Students are provided a well-rounded curriculum using read alouds, hands on

activities, engaging food explorations, open-ended questions, student voice and choice and cooperative group work. Topics include self-esteem, bullying, celebrating differences, manners, teamwork, cooperation and more which are designed to provide a holistic approach to student wellness. This initiative is available for grades K-2 and 3-5 and implemented one hour a day, three days a week.

Science, Technology, Engineering, Art and Mathematics (STEAM)

The *Science, Technology, Engineering, Art and Mathematics (STEAM)* initiative supports and enriches science and math benchmarks taught during the regular school day in grades K-5 while introducing students to pathways of technology, engineering and art. This curriculum provides learning opportunities using manipulatives, educational games and hands on experiments in a safe, structured environment. *STEAM* utilizes the inquiry-based 5E Learning Cycle. It allows students to engage, explore, explain, elaborate and evaluate topics through fiction and non-fiction read alouds, open-ended questions, student voice and choice and cooperative group work.

STEAM is aligned to the District's scope and sequence, the Mathematics Florida Standards and Next Generation Sunshine State Standards. It is available for grades K-2 and 3-5 and implemented one hour a day, three days a week during afterschool program hours.

Directors and academic advisors utilizing District academic enrichment initiatives must attend meetings related to its implementation. Counselors must attend academic enrichment trainings provided by the department twice annually. These trainings count towards their annual twelve hours of required professional development.

Video Usage

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

The 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. Once a license is purchased for the school year, approved videos may be shown. The purchase of multiple movie licenses is prohibited.

Parents or guardians must sign the *Permission to View 'Rated' Materials* ([PBSD 1994](#)) before their child(ren) may watch rated movies during afterschool. This form is required for afterschool, even if the parent or guardian has signed the same form for the regular school day.

Technology Usage

Student Use of Technology

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

Employee Use of Technology

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

Third Party Use of Technology

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

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 *Early Learning Coalition Enrollment Attendance Certification* report (Early Learning Coalition).
 - 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 Early Learning Coalition 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 to 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. For more information, refer to [State Statute 61.13](#).
 - 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. For more information, refer to "[Rates/Late Fees.](#)"

School Dismissal Procedure for Non-Afterschool Students

Students not picked up when school ends cannot be housed in the afterschool program. There are liability ramifications when students are placed in afterschool without *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.

Non-School Day Programs

Non-School Days

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

Summer Program

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

General Interest Programs

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

A specific activity or enrichment class, over and above what is normally offered in afterschool, may be offered to school age students. The instructor with this specific area of expertise must be on the afterschool payroll and paid at the current established rate, plus benefits, for the specific hours the instructor is teaching the activity or class. If the activity is not offered to all students, a one-time activity fee is allowable for materials, costumes, etc.

The Department of Afterschool Programming and District elementary afterschool programs have no affiliation or responsibility to outside vendors. A service provider may enter into a lease with the District and provide services at a school site during afterschool hours. Leases are generated at the school site under District guidelines. For more information, refer to the Real Estate Department website. Programs may be planned for implementation on a school site as long as they do not compete with services already provided by the afterschool program.

School-based enrichment clubs are funded through the District. Principals are responsible for determining the specific school-based enrichment clubs, which are operated using discretionary supplements/stipends. Any student

in the school may apply for these clubs. 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 clubs. 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 are located under [Consultant Agreements](#) on the Purchasing department website. Prior to entering into a consultant contract, refer to [School Board Policy 6.14](#), and review the [Special Events Guide](#) located on the website of Risk and Benefits Management.

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

Field Trips

In regard to off campus field trips, refer to School Board Policy 2.40. Original Afterschool Programs Registrations (PBSD 1824) must be taken on all field trips or copies with an Affidavit (Site Administrators SharePoint) signed by the afterschool site director. In addition, a working cell phone and District approved lightning detector.

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.

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.).

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 Regional Superintendent or designee (carry a copy on bus).
2. Contact the Transportation department (687-7190) for emergency contacts in other Florida school districts.
3. The District's fuel card may only be used at District Bus Compounds. Sufficient funds for necessary fuel must be available.

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 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, refer to 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.

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. For more information, refer to [School Board Policy 3.29](#).

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. During program hours, parents/guardians must be able to contact the afterschool program via telephone. 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. School's *Crisis Response Manual*
 - b. Afterschool program's *Crisis Response Manual* ([non-District form](#))

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

Afterschool site directors must carry walkie-talkies at all times, and they must be kept on channel one at all times. Dispatchers from the School Police department broadcast emergency information are on channel one.

All emergency exits must be free of 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. All staff must be trained in the use of lightning detectors.

Playground and Field Safety

Facilities

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

Staff

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

Afterschool Site Director

- Must review each group's daily scheduled outdoor activities
- May work with school's athletic director as a resource for sports-related questions
- Must train staff on playground safety during orientation (Playground Supervision for Instructional Staff eLearning Management)
- 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 ([Site Administrators SharePoint: Accidents/Emergencies](#))
- Student behavior reports ([Site Administrators SharePoint: Accidents/Emergencies](#))
- Portable water and cups, unless a water fountain is outside

Examples of Inappropriate Activities (including but not limited to)

- Rough contact sports (e.g., tackle football)
- Baseball/softball (with hard balls and bats)
- 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 left 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

Accident Reports

The *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) must be carried by afterschool counselors at all times. The afterschool counselor must complete this form anytime an accident occurs during the afterschool program. Once completed, the form must be submitted immediately to the afterschool site director or designee. If an accident occurs and requires first aid, including application of ice, the afterschool site director or designee must complete a *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Information obtained from the *Student Accident Report – Afterschool Program Use Only* ([PBSD 2489](#)) must be used to complete the *Student or Visitor Accident Report* ([PBSD 0335](#), eForm). Parents/guardians must be notified immediately of any illness or injury to their child, especially head injuries, even if the accident occurs just before the student's normal dismissal time.

Student Incident Reports

Student incident reports 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.

Students must have choices within the schedule and be allowed to assist in the rule-making process within their groups.

Afterschool counselors must carry student behavior reports 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 immediately to the afterschool site director.

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 ([Site Administrators SharePoint](#)) 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. Unsafe and harmful behavior exhibited by special needs students towards other students and/or staff in the afterschool program must be documented on behavior reports and must be approved by the principal before suspension.

A student with specific needs may require an individualized behavior plan or a functional behavior assessment, and

behavior intervention plan to experience success in the afterschool program. In some instances, the 504 team may determine that additional resources are needed to implement the plan. Additional resources may include, but are not limited to, training and staff.

For issues regarding the restraint of students with disabilities, refer to [School Board Policy 5.181](#) and Professional Crisis Management (PCM) Training.

Specific Needs

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 administered 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. Afterschool site directors must review each registration for specific student needs.
3. If a specific need is documented in the health information section of PBSD 1824, the afterschool site directors must consult with their school nurse regarding the students’ specific 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 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.
4. 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](#)). For more information, refer to [School Board Policy 2.037](#).

Students with Specific Needs

Any student with disabilities who receives educational services at a public school may attend the afterschool program at the school the student regularly attends provided the student’s participation does not significantly alter the program. Students cannot be denied the opportunity to participate in the afterschool program because of their specific needs. If accommodations are necessary, a 504 meeting must be convened through the ESE or 504 contact at the school site to address student needs.

It may be necessary to lower the student/staff ratio, utilize existing staff members (e.g., floaters, substitutes, afterschool staff working less than twenty hours per week, etc.). Recruitment must be ongoing for this situation.

Any attendance restrictions (e.g., enrollment limits, wait list, etc.) must apply to all students regardless of disabilities. The afterschool program does not provide transportation to or from the program. For more information, refer to School Board Policy 8.131.

Obtaining Sign Language Interpreting Service for Students

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

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

The form will be sent to the lead interpreter automatically

2. Once the assignment is filled, the lead interpreter will email confirmation to the school contact listed on the *ESE/ADA Interpreter Service Request* ([PBSD 1320](#), eForm)
3. Contact 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.

Procedures for Dispensing Medication

1. Parents/guardians must complete the Health Information section of the *Afterschool Programs Registration* ([PBSD 1824](#)) and list any medical concerns or health needs concerning the child.
2. The school nurse may train afterschool staff members working with students with specific special needs. This training will take place on a student-to-student basis. 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 should 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 will train afterschool staff.
5. For medical issues regarding the use of insulin pumps, Glucagon injections or Diastat suppositories, only an agency nurse will 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. For information regarding which nursing agency is assigned to a particular school, refer to the *Nursing Services* document ([Site Administrators SharePoint](#)).
7. The *Physician Authorization for Student Medication* (PBCHD-SNF form – provided by physician), must be signed and updated as needed by the physician and parent/guardian and attached to the registration form. If the physician's order is unclear, it may not be accepted and must be rewritten by the physician. Recheck authorization forms regularly. Medication must be kept in its prescription bottle and agree with the authorization form.
8. 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.
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 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. 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 health room (school nurse's office) during the hours the afterschool program is in operation. In this situation, the afterschool site director must retrieve the Epi-Pen prior to the start of the afterschool program and return it to the health room at the end of each day. For more information, refer to State Statute 1002.20).

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 must 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

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

1. Afterschool staff must wash their hands before and after involvement in the hygiene of any individuals.
2. Afterschool staff handling items soiled with blood and/or body fluids (e.g., urine, feces, saliva, vomit, etc.) must wear non-latex, disposable gloves.
3. When a blood and/or body fluid spill occurs, the Risk Management department recommends any blood and/or body fluid be covered with District approved products. If a custodian is not available to pick up a blood and/or body fluid spill, the area must be carefully covered and secured using cones, tape, etc.
4. All items soiled with blood and/or body fluid must be sealed in plastic containers and disposed of as biological waste in the nurse's station.
5. All items soiled with blood must be thoroughly cleaned with a District approved disinfectant.
6. If an afterschool student or staff member is bitten, stuck with a contaminated needle or cut by a contaminated sharp object which results in a bleeding wound, 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. For more information, refer to [Bulletin #PD 16-056 COO on procedures for needle sticks/medical sharps exposure.](#)

Communicable Diseases and Illnesses

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

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

Crisis Response Planning For Afterschool

1. The afterschool program must secure a copy of the school's *Crisis Response Manual*. 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 (e.g., walkie-talkies, bullhorns or the public address system).
5. Afterschool site directors must have the principal's and assistant principal's telephone contact information in case of emergency during afterschool hours.
6. All staff must know the District emergency codes.
7. 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.g., a hammer, flat head and Philips head screw drivers, medium crescent wrench, a pair of needle nose pliers, etc.)
 - e. Current student roster with parent/guardian phone numbers

Emergency Drills

Emergency evacuation drills must be coordinated with school administration and conducted a minimum of four times per year, during afterschool program hours. One fire, one severe weather and two different emergency code 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 to ensure all students are accounted for. During off-campus drills, every bathroom must be checked to ensure no students are left behind. The *Drill and Alarm Testing Compliance Worksheet* ([PBSD 1624](#)) must be completed after each drill and submitted to the school secretary for input to PeopleSoft. A copy of the PeopleSoft report must be kept on file for review during audits and evaluations.

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

Afterschool site directors must be familiar with the school's evacuation plan. Afterschool staff must receive instruction and sign-off on emergency procedures. Parents/guardians must be informed of the off-campus evacuation site to which their students will be taken in case of emergencies. The afterschool program *Crisis Response Manual* ([non- District form](#)) must be provided to all staff.

2. ENROLLMENT INFORMATION AND PROCEDURES

Enrollment

Students enrolled in regular Palm Beach County School District elementary schools are the only students that may enroll in the afterschool program. Charter school, home education and private school students are not eligible for enrollment. Only students enrolled in the afterschool program may participate in afterschool activities, unless it is a general interest activity implemented by the school or a vendor leasing the building. For more information, refer to "[General Interest Programs.](#)"

Maintaining Enrollment

Enrollment of at least eighty students should be maintained to remain fiscally solvent and to manage cost recovery status. If program enrollment falls below eighty, the afterschool site director must work directly with the 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, and other administrative personnel deemed necessary to determine the viability of the program. Afterschool programs are subject to review and follow-up by Afterschool Programming department staff.

Registration Information

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 VPK). Directors must accept registrations for the upcoming school year beginning in April.

A completed *Afterschool Programs Registration* ([PBSD 1824](#)) and a 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.
5. Student's allergies, medical concerns, behavioral issues, physical limitations or any medications taken at home or in school (if applicable).
6. Documentation for any specific needs a student may have (504 plan, IEP for school day, health plan, etc.).
7. Name and telephone number of the physician to contact in case of emergency.
8. Health insurance is recommended for program participation. If available, a copy of the insurance card should be attached to the registration form.

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.
- Valid for the entire school year at any elementary school within the School District of Palm Beach County. A family that has paid a registration fee for afterschool is not required to pay an additional registration fee if the student transfers to another school during the school year. If the student transfers within the first month of enrollment, registration fees must be transferred to the new school the student is attending.

Students cannot be enrolled in the afterschool program if they have any outstanding balances with the District. All afterschool site directors must reference the 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 registration form must be attached to the English version. Language assistance should be provided to limited English proficient parents.

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 trips and emergency drills.

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 bargaining unit employees occupy all slots at one school, priority for placement will be based on bargaining unit staff seniority as defined in Article I, Section A16 of the Classroom Teachers Association (CTA) *Collective Bargaining Agreement*. 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, he/she will be given priority for placement if there is an afterschool program wait list at his/her new elementary school.
4. For purposes of this section, eligibility to participate in the priority afterschool placement requires that the employee is the legal guardian of the student.

Wait List Procedures

All applicants must be accepted into the program, or applicants must be registered on a first-come, first-serve basis, based on space availability and staffing. A wait list ([PBSD 2513](#)) 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. Registration forms and \$25.00 Registration fee may not be accepted for students who will be placed on a wait list.

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 their 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 made available in the parent's preferred language. The handbook is available in English, Creole, Portuguese and Spanish and must be distributed at the time of registration ([Site Administrators SharePoint](#)). The Parent/Guardian Handbook for any District afterschool program must include:

1. Afterschool Programming department philosophy and mission
2. Registration procedures
3. Hours of daily operation (AM and PM)
4. Fee schedule
5. Payment policies and late pick up fees
 - a. All afterschool payments must be paid at the afterschool office (not the school office) to the afterschool site director or designated afterschool staff
6. Procedures for school dismissal to afterschool and dismissal to parent/guardian from afterschool
7. Dates and times for Professional Development Days
8. Snack policies
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. Parents/guardians are responsible for keeping 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 and daily rate. To support families in their budget planning, total annual tuition (including PDDs) is calculated and then divided equally into ten monthly payments, with the exception of August being a half month. There is additionally an option for equal installment payments. Payment of the first installment or the complete month is due at registration prior to student attendance (see fee schedule). Payment for full installment (or payment for total month) is required, even if the student is not in attendance every day, enrolls mid-month or misses a day due to illness or any other reason. Fees are not prorated based on number of days of attendance, they are based on contracted attendance. Payments not made on or before the due dates specified on the fee payment schedule are subject to a late payment charge of \$5.00 per installment due date.

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

Rates/Late Fees

1. Monthly fees for each student in grades kindergarten through five are calculated based up a \$2.96 per hour rate and prekindergarten rates are calculated based upon a \$4.06 per hour rate, although services may not be provided or paid for by the hour nor by the day.
2. A late payment fee of \$5.00 will be issued to accounts for which payments are not received on or before due date specified on the fee payment schedules. These fees are assessed per installment due date.
3. For every minute that a parent/guardian is late in picking up their child, a late pickup fee of \$1.00 per minute per family must be charged. Time of pickup will be determined by standardized clock at sign-out desk.

Late pickup fees (or waivers of late pick-up fees) must be documented on the *Late Pickup Fee Ledger* ([PBS D 2505](#)). If late pickup fees are waived program-wide for a specific occurrence or emergency, this must be documented on school letterhead. Parents/guardians must be encouraged to pick up their children at the appropriate time. Consistent late pickup of students in the part-time afterschool program 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.

Professional Development Day (PDD) Fees

Professional Development Days (PDDs) occur each school year. Afterschool students are dismissed from school at 11:30AM and report directly to the afterschool program (times may vary). 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* ([PBS D 1824](#)). Registration fees are not collected for these students.

Fees for the additional hours of afterschool program operation on PDDs are included in the monthly rate indicated on the fee schedule. A fee for all non-afterschool students must be charged for the hours of afterschool program operation on PDDs. Fees are based on \$2.96 per hour for students in grades kindergarten through five and \$4.06 per hour for prekindergarten students. All non-afterschool students must be charged afterschool fees (\$12.40 for

students in grades kindergarten through five or \$15.15 for prekindergarten students), which includes the additional \$5.00 for supplies for each PDD attended.

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 the Early Learning Coalition of Palm Beach County (ELC) at 514-3300 or apply online at <https://familyservices.floridaearlylearning.com> (the Office of Early Learning Family Portal).
2. The ELC will make a final determination of eligibility and issue a subsidy voucher if funding is available at the time eligibility is determined.
3. If the student is determined eligible, the ELC will notify the afterschool site director by sending the *Child Care Certificate* through [your unique Box link \(you should all have this booked marked in your favorites\)](#). 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
4. The ELC will instruct the parent/guardian to register for the afterschool program at their site. The parent/guardian will also receive a copy of the *Child Care Certificate*.
5. The afterschool site director is required to notify the ELC in writing of any student that is absent for five consecutive scheduled days with no contact from the parent by the close of the fifth day. This notification must be uploaded to <http://cs.elcpalmbeach.org>. The parent will be given fourteen days from the fifth (5th) day the child was not in attendance to reestablish care. After five absences are reported, the afterschool program will receive the fourteen-day notice via an email link. If care cannot be reestablished, the fourteen-day notice will serve as the termination notice.
6. The afterschool program must utilize the *Child Care Certificate* to track termination dates. ELC will not provide reimbursement to the afterschool program beyond the termination date indicated on the non-transferrable *Child Care Certificate*. If a student ceases to be eligible for subsidized care prior to the eligibility termination date listed on the certificate, ELC will notify the afterschool program of the student's termination date.
7. Attendance must be submitted through the Provider Portal on or before the third (3rd) business day of each month. If the due date falls on a holiday, submit all required attendance records to ELC on the preceding business day. Attendance received after that day will be processed and paid in the next open payment cycle. All rights to payment are forfeited for attendance reports submitted more than sixty days following the end of a service period.
8. ELC reimbursement is managed through an ACH payment by the sixteenth calendar day of each month, or on the first business day following a weekend or holiday. The Afterschool Programming department will utilize reimbursement reports to designate the breakdown of these funds. Once these funds are posted to each afterschool program's budget accounts, afterschool site directors receive a breakdown of their reimbursement via email. Afterschool site directors can view the reimbursement report via the Early Learning Coalition Provider Portal in the document library folder *Monthly Reimbursement Report*. For questions regarding reimbursement, contact DeShawn Brown at 231-5816.
9. Any requests for reimbursement adjustments such as discrepancy, overpayment or underpayment needs to be reported and submitted to ELC within sixty (60) calendar days of transmission of the reimbursement summary. **Submit requests via the Adjustment Request Form** (i.e., adjustments to reimbursement check received on 9/16 are due on 11/6, 60 calendar days). The form is located on the Early Learning Coalition Provider Portal, due dates are also posted on the Portal.
10. 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).
11. The scheduled redetermination date for each student appears on the Early Learning Coalition Provider Portal attendance sheet. It can be accessed by selecting "Show Redetermination Date" and then selecting "Yes." The ELC will provide a valid *Child Care Certificate* to the parent at each redetermination interview. A copy will be provided to the parent to present to the director indicating that care has been approved. An

email link will be sent to afterschool site directors that contains a copy of the approved *Child Care Certificate*.

12. Afterschool site directors must email any changes of program address, fax and/or phone numbers immediately to Kathleen Hamilton-Moore at Kathleen.Hamilton-Moore@palmbeachschools.org
13. The ELC monitors programs for sign-in/sign-out documentation, enrollment and attendance certification, documentation to support excused absences and proof of parent co-payments. For additional information, refer to the monitoring tool on the Early Learning Coalition website at www.elcpalmbeach.org/program-assurance-monitoring.
14. To ensure confidentiality, the Early Learning Coalition requires all employees to review, confirm and sign the Employee Confidentiality Agreement for Personal Identification and Protected Health Information (PBSD 2345).

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

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

Employees receiving any other tuition subsidy will not be eligible for this District benefit. This employee discount is only for morning and afterschool programs operating on regular student attendance days and does not apply to Professional Development Days (PDDs), Teacher Work Days, camp days or any other day outside the regular 180 school day calendar.

Employee discounts of up to 20% must be excluded from wages. The remaining discount credit is reported as wages on the employee's W-2 form.

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 Extended Learning. School-based partial fee waivers apply only to afterschool fees. Parents/guardians must remain responsible for the cost of registration. The following procedures must be followed for school-based partial fee waivers:

1. The parent/guardian must first apply for subsidized childcare from the [Early Learning Coalition](#). The only exception for the Early Learning Coalition application is in the case of a temporary emergency hardship. A letter from the parent/guardian detailing the hardship must document these requests.
2. The parent/guardian must provide a letter detailing the hardship, copies of W-2 forms, current pay stubs and proof of mortgage/rental payment in addition to completing an Afterschool Program School-Based Partial Fee Waiver Application ([PBSD 2159](#)). The parent/guardian and principal must sign the waiver and signed copies must then be provided to the parent, afterschool site director and bookkeeper/treasurer.
3. The principal and afterschool site director must review school-based partial fee waivers every three months to determine whether a continued need exists and/or whether the waiver is still viable at the program site in relation to the site budget.
4. For auditing purposes, copies of all school-based partial fee waivers and accompanying documentation must be kept in one file in the afterschool office.

Collection of Fees

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 in full. 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. Payment for the first installment or the total month is due at registration prior to a student's attendance, refer to the appropriate fee payment schedule for the correct amount. Payments not made on or before the due dates specified on the fee payment schedule are subject to a late payment fee of \$5.00 per installment.

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

A one time, per fiscal year per family Late Payment Fee Waiver ([PBSD 2577](#)), signed by the afterschool director and parent/guardian may be issued. 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. A late payment fee will still be assessed. However, the afterschool program will waive the late payment fee via a ledger adjustment in EZ-Care2 and the student will not be terminated from the program so long as payment is received prior to services being rendered.

Receipting Afterschool Funds

1. All payments collected by the afterschool program must be receipted in the EZ-Care2 database. *Afterschool Program Receipts* ([PBSD 1438](#)) must be on hand in case of emergency (e.g., computer malfunction, electricity failure, etc.). At the principal's discretion, *Afterschool Program Receipts* ([PBSD 1438](#)) may be issued for 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 bookkeeper/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. An EZ-Care2 Year-to-Date Payment Summary report for total payments made the previous calendar year must be provided each January for tax purposes. *Afterschool Program Receipts* ([PBSD 1438](#)) and the *PBC End of Day Payments* report (EZ-Care2) are the bookkeeper/treasurer's record of all funds receipted.
3. The *PBC End of Day Payments* report (EZ-Care2), a money calculator/adding machine tape printout and the *Monies Collected Report* ([PBSD 0180](#)) must be prepared the day payment is recorded. All funds collected, including funds collected for late pick-ups must be deposited into the school's drop safe each day. Cash, checks and money orders may not be left in the afterschool office overnight.

Accounting Procedures – Segregation of Duties

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

1. The account sponsor is the afterschool site director and they are responsible for overseeing activities in the afterschool accounts.
2. The school bookkeeper/treasurer may not be the sponsor of any account. Specifically, the bookkeeper/treasurer may not be the afterschool site director or the afterschool financial management designee.
3. *The PBC End of Day Payments* report (EZ-Care2), a money calculator/adding tape printout and the *Monies Collected Report* ([PBSD 0180](#)), must be properly completed by the afterschool site director. The afterschool site director must verify that totals listed on all deposit documentation match the amount listed on the *Drop Safe Log* ([PBSD 2407](#)), obtain from Supply Warehouse) and deposited into the drop safe.
4. The bookkeeper/treasurer’s role is to verify funds collected by others and record those amounts in the school's official financial records.
5. The afterschool site director must properly complete all *Check Requisitions* ([PBSD 0181](#)). The bookkeeper/treasurer may not complete the requisition.
6. Funds must be deposited in the drop safe daily, and each deposit must be entered onto the *Drop Safe Log* ([PBSD 2407](#)) per the District Drop Safe Log protocol 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*)
- 6-9525.00 Afterschool Registration Fees
- 6-9530.00 Afterschool Registration Advance Payments (*transferred to 6-9525 by end of August*)
- 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
- 6-9870.00 Summer Camp Registration Fees

6-9500.00 Afterschool Fees

This account is used to record fees collected for before and after school programs at schools. The only valid expenditures from this account are (1) fee refunds (2) 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.

6-9525.00 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.

6-9530.00 Afterschool Registration Advance Payments (transferred to 6-9525 by the end of August)

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 year. The balance in this account must be transferred into the 6-9525.00 Afterschool Registration Fees account no later than the end of August each year.

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 5 of the new school year. Transmittals will be credited to Fund 1303 in PeopleSoft, net of the District's percentage.

6-9870.00 Summer Camp Registration Fees

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

Operating Budget

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

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

The 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

Three percent of afterschool fees submitted to the District are budgeted to:

1. Support the start-up of new afterschool programs
2. Support care of children with special needs when program budgets are insufficient to manage the costs
3. Support programs designed to target student academic and/or social/emotional needs
4. Manage all costs related to the ongoing support of afterschool program implementation, including the operation of the Department of Afterschool Programming

If a budget concern exists, contact the Director of the Afterschool Programming department (640-6387) for analysis of cost versus site budget. If the site budget is determined sufficient to handle the cost, the site must incur it. If the site budget is determined insufficient, the budget will be evaluated at the end of the semester and again at the end of the fiscal year to determine whether a special project allocation is warranted. Special project allocations range from 0-100% based upon need. Funds are not allocated until the semester and/or fiscal year ends, and only after site budget funds are exhausted. If a need exists and no funds are available from the Special Project fund, the director of the Afterschool Programming department will contact the ESE department and request funds from the directors of the Budget department.

To request consideration of a Special Project Allocation at the program site level 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 are awarded by semester (fall, spring and summer), and are usually not appropriated until the end of semester and fiscal year.

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).

Daily Deposits

Daily fund collections are summarized on the *Monies Collected Report* ([PBSD 0180](#)) 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). This allows the bookkeeper/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](#)), any yellow copies of the Afterschool Program Receipts ([PBSD 1438](#)) and all funds collected must be placed in an envelope and deposited in the school's drop safe. The afterschool site director must verify that totals listed on all deposit documentation match the amount listed on the *Drop Safe Log* ([PBSD 2407](#)), obtain from Supply Warehouse) and deposited into the drop safe. A copy of the *PBC End of Day Payments* report (EZ-Care2), money calculator/adding machine tape printout and the yellow copy of the *Monies Collected Report* ([PBSD 0180](#)) must be filed together in the afterschool office.

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

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

Non-Sufficient Funds (NSF) Checks

School sites are no longer responsible for collecting on Non-Sufficient Funds (NSF) checks. The third-party collection agency, Envision, will now become responsible for collection. Afterschool programs must display flyers notifying parents/guardians to contact Envision on any NSF-related matter. Refer parents/guardians to Envision for any questions and payment arrangements. **NSF payments may not be accepted by the school site.** Schools will receive regular reimbursement checks from Envision.

No check over \$500 for payment of afterschool fees can be accepted, without principal approval. Payments in excess of \$500.00 must be made via credit card, bank cashier's check, money order or cash.

Transmitting Afterschool Funds to the District

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

To determine the total of afterschool fees to be transmitted, the bookkeeper/treasurer must print a general ledger of Account 6-9500.00 (Afterschool Fees), which will show the account balance as of the end of the month. Credit card fees must be paid from Account 6-9500.00 (Afterschool Fees). The bookkeeper/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 bookkeeper/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 Camp Fees
- Account 6-9870.00 Summer Camp Registration Fees

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

Disbursement of Afterschool Fees Transmittal to Afterschool Budget

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

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

The afterschool site director 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.

Use of Afterschool Funds

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

1. Gifts for staff
2. Gift certificates or monetary awards
3. Food for adults with the following exception:
 - a. Refreshments for afterschool staff in-service trainings held on the school site may be purchased from Account 6-9525.00 (Afterschool Registration Fees). 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.

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. Also, refer to [School Board Policy 6.14](#) for more information.

For policies regarding sales tax, refer to [School Board Policy 6.14](#).

Inventory Control

All equipment, materials and supplies purchased from afterschool funds must follow Purchasing department and School Board policies regarding purchasing and inventory control, refer to [School Board Policy 2.34](#) for more information. To safeguard afterschool inventory (e.g., equipment, materials, supplies, snacks, etc.), items must be kept in locked cabinets. Supply rooms must be monitored. At the end of the school year, the afterschool site director or designee must take an account of inventory and ensure supplies are secured for the summer. If problems with loss of inventory occur, the principal must be notified and steps taken to resolve the issue.

Receipt Book Document Control

A document custodian must be appointed to monitor the inventory and use of the *Afterschool Program Receipts* ([PBSD 1438](#)). This individual must be someone who is not responsible for collections of fees and issuing receipts. Afterschool site directors are responsible for *Afterschool Program Receipts* ([PBSD 1438](#)) issued to them by the document custodian and therefore must sign for all receipts on the *Prenumbered Document Inventory Register* ([PBSD 0160](#)) for *Afterschool Program Receipts* ([PBSD 1438](#)). 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.

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](#))
 - *Monies Collected Reports* ([PBSD 0180](#))
 - 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
3. Six-year retention
 - *All Early Learning Coalition (formerly Family Central) documentation including copies of sign-out sheets for subsidized students and medical information must be retained until obsolete, superseded or administrative value has been lost.*
 - *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 bookkeeper/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 bookkeeper/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 Account 551100 (Supplies) by Pcard 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 bookkeeper/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. Afterschool site directors must complete annually, all five (5) sessions of the Mandatory Internal Accounts Training for Teachers and Account Sponsors.

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.
 - a. High school students may work in the program as a counselor in training (CIT) after completion of forty volunteer hours in the program. CITs 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. For more specific language regarding nepotism, refer to [School Board Policy 3.60](#).
3. Overtime for afterschool staff should be discussed with the director of the Afterschool Programming department to determine its impact on the cost recovery status of the site budget. Planning for staffing needs is critical to avoid overtime expenditures, refer to [School Board Policy 6.12 for more information](#). Fair Labor Standards state that overtime pay for hours worked over forty in a workweek must be paid to all non-exempt employees.
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. Regular, full-time staff (e.g., afterschool site directors, afterschool assistant site directors, etc.) must include a thirty minute unpaid lunch break each workday, along with one fifteen minute break (thirty-hour employees) or two fifteen minute breaks (forty-hour employees).
6. The *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be completed for each staff member at least once annually.
7. In-system afterschool staff (PRTs) absent during the school day may still work in afterschool provided they are not sick.
8. 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 received through the official fee collection process detailed in the section of this document titled "[Fee Structure](#)."
9. A list of afterschool counselor substitutes must be established, utilizing school staff to cover afterschool staff absences. An *Employee Job Action Request* (PeopleSoft) must be completed for all secondary jobs.
10. Volunteers 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 and Raptor. Volunteers are registered in Raptor by the front office staff. 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. CITs may not supervise volunteers.
11. To assist the afterschool program with ordering, receiving, storing and preparing snack, a member of the School Food Service staff may be hired and paid from the afterschool budget. A School 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. School 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, School Food Service staff are not required to have a high school diploma. This is a School Food Service job code and description; however, the funding information would be coded for the afterschool budget.

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

with the District may be barred from work for the District and may be subject to criminal prosecution.

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](#).

Reporting of Abuse to the Department of Children and Families

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

Known or suspected abuse of a student must be immediately reported to the Department of Children and Families (DCF) for investigation (1-800-96ABUSE or 1-800-962-2873). For more information, the Professional Standards website provides guidance on how to report abuse to DCF (<https://www.palmbeachschools.org/ps/dcf>).

Fingerprinting/Badge Renewal

All temporary employees regardless of age must be fingerprinted by the School Police department. For more information, refer to Florida statutes [1012.465](#) and [1012.56](#). 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 fee. Programs have an option to pay, from 6-9525 (Afterschool Registration), up to one-half the cost of fingerprinting (\$49.50) and the full amount of badge renewal (\$6.00).

Time Collection Device (TCD)

All School Board policies regarding the TCD, (time collection device), shall be followed by all afterschool staff. Full-time afterschool employees must take a thirty minute unpaid lunch break, i.e., they must be on the clock for a half hour longer than their contracted hours per day. The only exception to this is thirty-hour employees, who may choose to take their unpaid lunch break before clocking in to work.

Payroll

Each payroll period is fourteen days, beginning on a Saturday and ending on a Friday. To view the current pay calendar, refer to <https://www.palmbeachschools.org/accounting/wp-content/uploads/sites/40/2016/04/FY17-Pay-Calendar-Employee-Version.pdf>.

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.

The Principal must notify Afterschool Programming 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 any changes to the position of the afterschool site director.

Afterschool Site Directors on Extended Leave and Interim Afterschool Site Directors

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

Pay Rates for Afterschool Positions

For information on salaries for afterschool positions, visit the [Division of Human Resources](https://www.palmbeachschools.org/compensation/wp-content/uploads/sites/22/2016/04/Afterschool_Programming.pdf) website or refer to https://www.palmbeachschools.org/compensation/wp-content/uploads/sites/22/2016/04/Afterschool_Programming.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 (Rebeca.Robinson@palmbeachschools.org) with the request and required information (justification for the supplement and the staff member's employee ID number). When hiring someone as an afterschool counselor in this position, use the Job Action Form (PeopleSoft) and attach documentation showing the supplement the staff member receives and the specific function they provide. A back-up staff member in the afterschool program may also receive the supplement provided they are an interim or temporary employee, and are trained to fulfill this function.

Salary supplement for advanced degrees

Full-time afterschool staff possessing degrees in related fields beyond requirements for their job description may be eligible for an advanced degree supplement. Staff must complete and submit an *Advanced Degree Pay Request for Non-Instructional Employees* ([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 – 499 students enrolled
- \$5.00/hr. 500 or more students enrolled

Enrollment stipends for afterschool site directors are determined via submission of enrollment reports three times per year (including one time for summer camp). Afterschool site directors must provide the Afterschool Programming department with 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)

Staffing Allocation Guidelines for Afterschool Programs

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

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

General Guidelines

- Afterschool part-time staff must generally work less than or equal to twenty hours per week in order to manage the budget within cost recovery. Occasionally (weeks with 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 benefits (any benefits paid come out of the school's afterschool program budget).
- 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 the close of the part-time programming, staff must be dismissed as students are dismissed from the program and ratios decrease.
- 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 is automatically charged to the afterschool position. For more information, refer to "[Personnel](#)" section.

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).
- School bookkeepers/treasurers cannot serve as temporary administrative support or assist in the collection of afterschool fees due to conflict of segregation of duties. The only exception to this is for provision of the

bookkeeper/treasurer hired as temporary administrative support during summer camp in order to process deposits and transmittals of summer camp fees.

- 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 School Day Substitutes

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

Specific Allocation Requirements

District afterschool programs are cost recovery in nature and therefore, any addition of staff beyond the recommendation may negatively affect the afterschool budget. Any variance from the staffing allocation guidelines must be submitted to and approved by the Regional Superintendent and Director of Extended Learning 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.

FY17 Afterschool Staffing Allocation Guidelines

Program Enrollment	Afterschool Staff (includes counselors, certified counselors, CITs and senior CITs)	Activity Leader(s)	Academic Advisor(s)	Assistant Director(s)	Afterschool Site Director
60-79	60-100 hours per week	1 TEMP (< 20 hours)	8 hours per week		1 SPT (40 hours)
80-99	60-120 hours per week	1 TEMP (< 20 hours)	8 hours per week		1 SPT (40 hours)
100-119	60-120 hours per week	1-2 TEMPs (< 29 hours)	10 hours per week		1 SPT (40 hours)
120-159	75-180 hours per week	1 SPT (30 hours)	12 hours per week		1 SPT (40 hours)
160-199	120-220 hours per week	1 SPT (30 hours)	16 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
200-249	150-280 hours per week	1 SPT (30 hours) plus 1-2 TEMPs (< 20 hours)	20 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
250-299	180-340 hours per week	1 SPT (30 hours) plus 1-2 TEMPs (< 20 hours)	24 hours per week	1 SPT (30 hours)	1 SPT (40 hours)
300-349	210-400 hours per week	1-2 SPT (30 hours) plus 1-2 TEMPs (< 29 hours)	30 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
350-399	240-460 hours per week	1-2 SPT (30 hours) plus 1-2 TEMPs (< 29 hours)	34 hours per week	1 SPT (40 hours)	1 SPT (40 hours)

400-449	270-500 hours per week	2 SPTs (30-40 hours) plus 1-2 TEMPs (< 29 hours)	40 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
450-499	300-560 hours per week	2 SPTs (40 hours) plus 1-2 TEMPs (< 29 hours)	44 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
500-549	330-620 hours per week	2 SPTs (40 hours) 1-2 TEMPs (< 29 hours)	48 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
550-599	360-680 hours per week	2 SPTs (40 hours) 3-4 TEMPs (< 29 hours)	52 hours per week	1 SPT (40 hours)	1 SPT (40 hours)
600-649	390-740 hours per week	2 SPTs (40 hours) 3-4 TEMPs (< 29 hours)	56 hours per week	1 SPT (40 hours)	1 SPT (40 hours)

Notes

- No budget information can be drawn from the guidelines above. It is the responsibility of the afterschool site director to monitor the *Afterschool Impact Tool* to ensure staff payroll is fully supported within cost recovery guidelines.
- Floater afterschool counselors are practical strategies in all programs for relieving wait lists and covering for absentee staff. These staff may be assigned a newly formed group or provide additional coverage for overflow of an existing group at any time.
- Afterschool Programming must approve all benefitted positions, and 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 must be sent to the Manager of Afterschool Programming 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.
- FTE (Full-Time Equivalency) enrollment is calculated by adding the total number of full-time students enrolled in afterschool to half the total number of part-time students enrolled. FTE is the number verified when determining the maintenance impact fee.

Students with Disabilities

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

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.

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

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 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. District's Information Technology (IT) User Standards and Guideline Manual
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 for completion of 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
24. Parent/Guardian Handbook
25. QIS Improvement Plan (if applicable)
26. Staff position and job description
27. *Operational Manual*, sections one through four
28. Employee Use of Technology: [School Board Policies 2.501, 2.503 and 3.29](#)
29. School-wide Positive Behavior Support plan (SwPBS)

Staff Job Related Injuries

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

1. The staff member must report the injury to their supervisor (the afterschool site director or designee).
2. The afterschool site director must complete the *First Report of Injury or Illness Form* (DWC-1) located at: <https://www.palmbeachschools.org/riskmgmt/workerscomp/workerscompensationguidelines/>. Give the form 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 provide a copy of the form to the injured staff member to take to the medical provider, including the page containing the "Tmesys Prescription Form," which is also located on the Risk Management website at the above link.
 - a. The assigned physician must be from the *Workers' Compensation Authorized Primary Care Walk-in Clinic Physicians List*. This list is updated periodically on the Risk Management website.
 - 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* (DWC-25), provided by the physician. If an employee is sent to the emergency room, they must follow up with one of the authorized providers in order to complete the form.
5. The afterschool site director must request a copy of the *Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form* (DWC-25) from the staff member each 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, call 1-877-815-3272.

To obtain complete information, refer to the Risk Management department's Workers' Compensation website: <https://www.palmbeachschools.org/riskmgmt/workerscomp/workerscompensationguidelines/>.

Staff Training Requirements

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

- Afterschool Staff Handbook
- Afterschool Parent/Guardian Handbook
- *Operational Manual* (sections one through four)
- Job responsibilities

All afterschool staff members are required to take First Aid/CPR/AED, Bloodborne Pathogens, Positive Ways to Work with Children and Playground Safety training (face to face) within six months of employment. Copies of certificates must be maintained. Trainings denoted with an asterisk (*) must be taken annually, or as specified by District. All new staff are required to take the following trainings and submit documentation of completion:

- Code of Ethics (eLearning Management)
- Identifying and Reporting Child Abuse and Neglect (<http://www3.fl-dcf.org/RCAAN/>)
- Crisis Intervention Team-9 Positions (Vodcast)*
- IT Security Awareness Level 1 Training (eLearning Management)*
- Workplace Safety Step Stool and Ladders (eLearning Management)
- Playground Supervision for Instructional Staff (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

- Director Workshop (must attend annually just prior to start of school year)
- Autism Spectrum Disorder*
- Fiscal trainings (must complete bi-annually 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

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

- A Day in the Life of an Afterschool Professional
- Staying Well After the Bell or Active in Afterschool
- Additional trainings as specified by District

Academic Advisors

- Any trainings specified by District

Upon completion of minimum training requirements, all staff must complete a minimum of twelve hours of afterschool related training annually, with the exception of CITs. First Aid/CPR/AED and Bloodborne Pathogens training do not count towards the yearly twelve hours as 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 Programming department sponsored trainings
- Afterschool conferences (certificate required)
- Early Learning Coalition trainings
- Professional Crisis Management (PCM)

Staff of 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.

Training Expenses

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

Afterschool Job Performance Review for Staff

The *Job Performance Review for Temporary Afterschool Employees* ([PBSD 2504](#)) must be completed once annually by April 15 for all temporary afterschool staff. This review is used only in afterschool and has no bearing on any other job the afterschool staff may have with the Palm Beach County School District. These completed forms should be filed in the afterschool staff cumulative file or notebook after review by the principal. Individual files on afterschool staff are not allowed.

It is best practice that new afterschool site directors, or afterschool site directors at new schools, review all staff within the first two months of receiving their assignment. New staff should be reviewed after their first thirty days to assess their strengths and identify areas of growth. Staff may be reviewed at the afterschool site director's discretion to assist staff in improving job performance.

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

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. For more information, refer to the "*Afterschool Site Director Proficiency Checklist*" and the "*Afterschool Site Director Fiscal/Recordkeeping Checklist*." These are appropriate references for principals to utilize when responding to the indicators on the *Noninstructional Evaluation* ([PBSD 0088](#)).

Staff Termination

Temporary Afterschool Staff

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

1. The afterschool site director must discuss the situation with the principal.
2. The afterschool site director must inform the staff member of the termination and rationale. Documentation of the rationale for termination must be kept.
3. Staff with behavior resulting in potential or actual harm to students or other staff must be terminated immediately. The afterschool site director must discuss the incident with their principal and document the

process, notifying any other appropriate entities as necessary (e.g., School Police, Professional Standards, etc.).

PRT Staff Working as Part-Time Afterschool Staff

Procedures for terminating full-time, regular school day staff who also work as part-time afterschool staff are the same as for temporary afterschool staff in that afterschool positions are temporary. Part-time afterschool positions provide no guarantee of weekly minimum or maximum duty hours and are not tied to the school day full-time position.

1. The concern must be discussed with the principal.
 - If the problem is overstaffing, the principal must help determine if staff hours must be reduced.
 - If the problem is poor job performance:
 - The afterschool site director must have a discussion with the staff member regarding their job performance. The staff member must be informed of areas needing correction and given strategies for improvement. *The Job Performance Review for Temporary Afterschool Employees (PBSD 2504)* must be used to document performance.
 - A date must be set to review the staff member's performance again.
 - The conversation must be documented.
 - After one week, another review must be completed to document progress in the area of concern. The principal must approve the review prior to discussing with the staff member.
 - Additional reviews must be completed and discussed with the staff member as needed.
 - If sufficient improvement is not observed, the afterschool site director must discuss with the principal their recommendation for termination from the afterschool program.
 - Documentation must be kept of the cause for termination.

Afterschool staff with behavior resulting in emotional or physical harm to a student must be terminated immediately. The afterschool site director must discuss the incident with their principal and document the process, notifying any other appropriate entities as necessary (e.g., School Police, Professional Standards, DCF, etc.).

5. NON-DISCRIMINATION POLICY

**NON-DISCRIMINATION STATEMENT**

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

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

IDENTIFICATION AND NOTIFICATION OF COORDINATORS**Age Act Coordinator**

Deneen Wellings, EEO/Title IX Coordinator
Office of Professional Standards @ Safe Schools Institute
1790 NW Spanish River Boulevard, Boca Raton, Florida 33431
561-982-0905 deneen.wellings@palmbeachschools.org

Americans with Disabilities Act (ADA)/504

Debra Neeson Okell, ADA/504 Specialist
3300 Forest Hill Boulevard, Suite A-203, West Palm Beach, Florida 33406
561-434-8817 debra.neeson@palmbeachschools.org

Americans with Disabilities Act (ADA) Facilities

Thomas Hogarth, Director
Department of Building Code Services
3661 Interstate Park Road North, Suite 200, Riviera Beach, Florida 33404
561-383-2028 thomas.hogarth@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 Boulevard, Boca Raton, Florida 33431
561-982-0905 deneen.wellings@palmbeachschools.org

Florida Educational Equity Act Coordinator

Mark Howard, Chief, Division of Performance Accountability
3300 Forest Hill Boulevard, Suite B-244, West Palm Beach, FL 33406
561-434-8851 mark.howard.1@palmbeachschools.org

Gender Equity in Athletics/Title IX

Yetta Greene, Instructional Specialist for Athletics
Department of K-12 Curriculum
3300 Forest Hill Boulevard, Suite C-225, West Palm Beach, Florida 33406
561-963-3872 yetta.greene@palmbeachschools.org

Approved: _____

Robert M. Avossa, Ed.D., Superintendent

Date: _____

8/11/17

FY17