



## Department of Extended Learning Parent/Guardian Handbook

### **EXTENDED LEARNING PHILOSOPHY**

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

### **REGISTRATION**

*Upon acceptance* into the afterschool program, a completed registration form and \$25.00 registration fee is due and secures a student's place in the program. The \$25.00 registration fee is non-refundable after the first day of school, but can be transferred to another District afterschool program. Students CANNOT register in any afterschool program if they have outstanding afterschool fee balances within the District.

Applicants are registered on a first-come, first-serve basis, based on space availability and staffing. A wait list is established when the program is at capacity. As students apply throughout the year their names are added to the wait list until additional staff can be hired to reduce the wait list.

### **AFTERSCHOOL HOURS**

Afterschool is a quality enrichment program, located in a safe setting, offering scheduled academic and special activities and cannot accommodate occasional drop-in service. Students must be enrolled and tuition must be paid in accordance to the fee payment schedule for any of the below programs:

Morning Care program, Monday – Friday (6:30am to 7:30am), if applicable to school site

Full-time program, Monday – Friday (2:20pm to 6:00pm)

Part-time program, Monday – Friday (2:20pm to 4:20pm)

\*Refer to school calendar for student attendance days

### **PAYMENT POLICIES**

Fees are calculated based on contracted attendance and are prorated throughout the year. Tuition must be paid in full for the entire month; it cannot be paid for by the hour. To support families in budget planning, payments may be made in one payment for the complete month OR in two installments per month. Payments must be made prior to services rendered. If your student(s) enroll after the first installment due date, the total monthly tuition OR the first installment must be paid upon registration. All afterschool fees must be paid in the afterschool office to the afterschool director or designee. Afterschool fees may not be paid at the school front office or given to teachers. For any payments made in cash or money order, a receipt must be issued immediately.

#### **LATE PAYMENT FEES**

Payments not made on or before due date are subject to a **late payment charge**. Late payment charges are assessed after each installment due date (twice monthly). Accounts with a balance greater than \$10.00 will be billed a \$5.00 late payment fee.

#### **LATE PICK-UP FEES**

For every minute that a parent/guardian is late in picking up his/her child/children, a late pick-up fee of \$1.00 is charged. **Multiple late pick-ups can lead to a student being removed from the program.** Listed below is a sample of the late pick-up fee charges of \$1.00 per minute:



## Department of Extended Learning Parent/Guardian Handbook

Part-time 2:20 - 4:20 pm, student being picked up at 4:31 will incur a \$11.00 late charge

Full-time 2:20 - 6:00 pm, student being picked up at 6:20 will incur a \$20.00 late charge

### **REFUND POLICY**

To withdraw a student from the afterschool program, parent must notify the director in writing two weeks prior to withdrawal in order to receive a refund payment. Other requests for refunds will not be granted.

### **DISMISSAL/SIGN-OUT PROCEDURES**

All students must report to afterschool directly after school dismissal. Attendance is taken and submitted to the afterschool office within the first fifteen minutes of programming. Students absent during the school day may still attend the afterschool program, provided they are healthy and a parent/guardian has signed them into the program. Only authorized persons as designated on the registration form can pick up the child. For safety reasons calls from parents/guardians are not adequate for dismissal. Authorized persons must be eighteen years of age or older and have a valid photo ID card to show daily to afterschool personnel upon release of student. The *Under Age Pick Up Permission Slip* (PBSD 2502) must be completed if a parent/guardian requests a minor under the age of eighteen pick up their child. These minors must show valid photo identification to pick up a student.

**Unless there is a specific State of Florida (any other state is not valid) custody order on file with afterschool, a student may be released to the non-custodial parent/guardian if listed on the student's registration form. Parents/guardians are responsible for keeping information regarding authorized persons and custody orders current.** Custody issues must be resolved outside of the school center. Inappropriate behavior from persons picking up a student, including threatening, hostile language will result in parents/guardians having to make other arrangements for student pick-up, or termination of afterschool services for their child. Parent/Guardian/Authorized Person must come to the school to sign his/her complete legal name (initials are not permitted), date and time on a sign-out sheet. Signature cards may be used to verify illegible signatures.

### **BEHAVIOR POLICIES**

Students take part in formulating group rules. Students are encouraged to make responsible choices and are rewarded for appropriate behavior. Inappropriate decisions by students result in logical consequences. The goal is to shape responsible students who have the power to choose the best behavior. Serious offenses may result in an Afterschool Behavior Report. Three Afterschool Behavior Reports during the school year may result in dismissal of a student from the program. If involved in any physical confrontation, and/or deemed dangerous to him/herself or others, immediate termination of the student from the program will be imposed. All child discipline practices are age-appropriate and consistent with School Board Policies 2.035 and 5.1812.

### **SNACK**

Extended Learning's healthy snack program consists of a drink (milk, water or 100% juice) and at least two (2) healthy food choices. Please see the parent/guardian information board for a full snack menu to address any food allergies with the director.



## Department of Extended Learning Parent/Guardian Handbook

### **HEALTH PROCEDURES**

Students unable to stay with their groups due to injury or illness are held at the afterschool office or sign-out location. This program follows school day guidelines in dealing with emergencies. If necessary, minor first aid is administered by qualified staff and parents/guardians are notified at sign-out. For serious illness or injury, the afterschool office contacts parents/guardians immediately and immediate pick-up is necessary. In order to avoid injury, students are expected to follow the school day dress code and to wear closed-toe shoes at all times for safety.

Afterschool personnel cannot administer any type of medication unless a medical authorization form signed by a parent/guardian and the physician is on file in the afterschool office. **Students are not allowed to possess any medication at any time**, with the exception of prescribed asthma inhalers.

### **OPEN DOOR POLICY & RESOURCES**

In striving to best serve families, please remember that the door to the afterschool program is always open. Authorized parents/guardians will be allowed access to the program in accordance with appropriate safety procedures, to include checking in to the front office and being escorted by staff to a designated location. Parent/guardian resources are available on the Parent/Guardian Information board located in the afterschool office. Families are considered partners in this afterschool program. Parents wishing to share their talents with afterschool students should contact the afterschool site director. Should a parent's schedule allow them to participate during afterschool hours or special events, they should check with the director to join the fun!

For any questions, please contact the afterschool site director at

### **IN CASE OF EVACUATION**

In the event the need for an off-campus evacuation occurs, the parent pick-up site and emergency contact number are:



## Department of Extended Learning Parent/Guardian Handbook

**Florida Department of Health (the Department) and influenza, or “flu,” activity levels.** Flu is a contagious respiratory disease caused by influenza viruses. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as young children, the elderly, and people with certain health conditions are at high risk for serious complications from flu. The Department encourages families to get vaccinated for the flu.

**Vaccination is the best way to protect against the flu and severe complications from the flu.**

Vaccination is most crucial for children with underlying health conditions such as asthma, diabetes, heart disease, and neurological and neurodevelopmental conditions. The flu vaccine is offered in many locations including pharmacies, clinics, employers, and schools. Contact your healthcare provider, county health department, or visit <http://www.floridahealth.gov/findaflushot> to find a flu vaccine center near you.

**The flu vaccine is safe.** The national Advisory Committee on Immunization Practices (ACIP) recommends that all individuals six months of age and older receive the flu vaccine **each year**. Since infants under six months of age are too young to get vaccinated against influenza, it is important that family members (including pregnant or breastfeeding mothers) and other caregivers for these children be vaccinated to help protect them from the disease.

It is especially important that parents **keep sick children at home** to prevent spreading the flu virus to others. Additional flu prevention steps include staying away from people who are sick, covering sneezes or coughs with a tissue or your elbow, avoid touching your eyes, nose and mouth, and frequent handwashing.

**If your child becomes sick with flu-like illness, contact your health care provider as soon after symptoms begin as possible. Symptoms of the flu often include fever, cough, sore throat, runny nose, body aches, headaches, or fatigue.** Antiviral medication for flu has been shown to reduce severity and length of disease, decrease the risk of complications from influenza, and reduce the risk of death among hospitalized patients, particularly in those that start treatment early in their illness. Health care providers can prescribe antiviral treatment if appropriate. Treatment is most effective when started within 48 hours, so contacting your health care provider as soon as your child becomes ill is important, especially if your child has underlying health conditions.

The best way to keep yourself and your family safe and healthy during flu season is to:

**Get vaccinated;**

**Keep sick family members home;**

**Contact your health care provider if you or your child are experiencing flu-like symptoms; and**

**Follow your doctor’s guidance on treatment.**

For more information, please visit <https://www.cdc.gov/flu/index.htm>.



Department of Extended Learning  
Parent/Guardian Handbook

**SAMPLE SCHEDULE/DESCRIPTION OF ACTIVITIES\***

*(Schedule is for informational purposes and may not reflect actual activities of this program)*

<b>Group 1</b>	<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>FUN Friday</b>	
	2:00 - 2:25	Snack <b>Classroom</b>	Snack <b>Classroom</b>	Snack <b>Classroom</b>	Snack <b>Classroom</b>	Snack <b>Classroom</b>	
<b>PART TIME</b>	2:25 - 3:00	Organized Outdoor Activity  <b>Pavilion</b>	Organized Outdoor Activity  <b>Grassy Area</b>	Organized Outdoor Activity  <b>Kickball Field</b>	Organized Outdoor Activity  <b>Basketball Court</b>	Organized Outdoor Activity  <b>Outdoor Area</b>	
	3:00 - 3:30	Guided Homework <b>Classroom</b>	Guided Homework <b>Classroom</b>	Guided Homework <b>Classroom</b>	Guided Homework <b>Classroom</b>	Virtual Field Trip <b>Classroom</b>	
	3:30 - 4:00	Table games <b>Classroom</b>	Academic Initiatives <b>Assigned classrooms</b>				<b>CLUBS Designated Locations</b>
<b>Group 2</b>	<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>FUN Friday</b>	
<b>FULL TIME</b>	2:00 - 2:25	Organized Outdoor Activity  <b>Pavilion</b>	Organized Outdoor Activity  <b>Grassy Area</b>	Organized Outdoor Activity  <b>Kickball Field</b>	Organized Outdoor Activity  <b>Basketball Court</b>	Organized Outdoor Activity	
	2:30 - 3:00	Snack	Snack	Snack	Snack	Snack	
	3:00 - 3:30	Guided Homework	Guided Homework	Guided Homework	Guided Homework	Virtual Field Trip	
	3:30 - 4:00	Table games  <b>Classroom</b>	Music and movement  <b>Classroom</b>	Cooperative Games  <b>Classroom</b>	Creative Arts  <b>Classroom</b>	<b>Classroom</b>	
	4:00 - 5:00	Brain Quest <b>Classroom</b>	Academic Initiatives <b>Assigned classrooms</b>				Table games <b>Classroom</b>
	5:00 - 6:00	<b>CLUBS</b> Organized Outdoor Activities/*Homework with assistance					<b>CLUBS</b>

**\*Students are offered an additional optional homework completion time after 5:00pm in designated classrooms\***



## Department of Extended Learning Parent/Guardian Handbook

### **COVID-19 ADDENDUM**

The following afterschool policies are specific to COVID-19 and are subject to change based on CDC and Palm Beach County School District guidelines. Please review Policy 5.326 regarding student protocols due to COVID-19.

### **DISMISSAL/SIGN OUT PROCEDURES**

During this COVID-19 Public Health Emergency, parents/guardians and authorized pickup persons will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area and must wear a mask. This procedure change is for the safety of all persons present in the facility and to limit to the extent possible, everyone's risk of exposure. It is the responsibility of the parent/guardian to inform anyone authorized to pick up a student and any designated emergency contact persons of the information contained herein. If there is an emergency requiring the authorized pickup person to enter the facility beyond the designated drop-off and pick-up area, everyone must practice social distancing and remain 6ft from all other people, except for the student(s) they are picking up.

### **BEHAVIOR POLICIES**

Students must wear face coverings at all times. Masks must fit snugly but comfortably against the side of the face and be secured with ties or ear loops allowing the students to remain hands-free. Face coverings such as neck gaiters, open-chin triangle bandanas, mesh materials, valves or holes of any kind are not acceptable per School Board Policy 5.326.

Students must avoid congregating when moving throughout campus. School supplies such as pens, crayons, scissors, pencils, devices, textbooks, etc. cannot be shared among students and student areas must be cleaned and clutter-free.

When students arrive in afterschool hands must be washed as well as before and after snack, after restroom use and outside play.

### **HEALTH PROCEDURES**

If a student exhibits any symptoms of COVID-19 during afterschool, they will report to the afterschool office. The afterschool director will notify their administration as they assess the wellness of the student to make the recommendation if the student should be sent home. The student will report to the designated isolation room to reduce the potential exposure of others while waiting for the parent or guardian.

Contact telephone numbers for all authorized pickup persons must be current and on file. One authorized person should be available to pick up the student each day the student attends school.

The parent or guardian will monitor the student until symptoms are no longer present or if the student has been tested for COVID-19 and the test results come back negative. The parent or guardian will provide any required documentation to administration who will then communicate to the afterschool director. Students will be allowed to return to school following the guidelines contained in School Board Policy 5.326.



## Department of Extended Learning Parent/Guardian Handbook

### **OPEN DOOR POLICY & RESOURCES**

Due to COVID-19, access to all District property will be limited to current students, current staff, pre-approved parents/guardians/guests, vendors and contractors, and invited guests with principal or designee approval. Until further notice, no other visitors will be permitted on District premises. School Board Policy 2.065.

### **FEE STRUCTURE**

Fee schedules will be provided upon return to brick and mortar. Fees for the month of return will be based on contracted attendance (number of school days in the month, regardless of date of enrollment). Each month after, fees will be calculated and divided equally into monthly installments.

Refunds/credits are not issued for vacations, illness, withdrawals or disruptive behavior releases; however, if a student is required to move to distance learning by the school day, credit will be issued for dates the child was unable to attend, up to 10 school days. This credit is to be used towards future services and cannot be issued as a refund. Documentation of a student being moved to distance learning must be received from school administration in order for credit to be issued.



## Department of Extended Learning Parent/Guardian Handbook

\*\*\*Please read, initial the line to the left of each policy, sign where indicated at the bottom and return to the afterschool director to complete your student's registration.

**Student Name:** \_\_\_\_\_

\_\_\_\_\_ **PAYMENT POLICY** - Tuition must be paid in full for the entire month. To support families in budget planning, payments may be made in one payment for the entire month OR in two installments per month. Payments must be made prior to services rendered. If a student(s) enrolls after the first installment due date, the total monthly tuition OR the first installment must be paid upon registration. Payments not made on or before due date are subject to a **late payment charge**.

\_\_\_\_\_ **WITHDRAWAL/LATE PAYMENT FEE/LATE PICK-UP FEE POLICY**- I understand and agree to abide by the policy that there is a two-week written notice for withdrawal of any student from the afterschool program. In addition, I understand no refunds or credits will be given for vacations, illness, withdrawals or disruptive behavior releases. I further understand that if fees are not paid by the due date that a late payment fee will be assessed and that my student will be automatically withdrawn from the program. I further understand there is no guarantee space will be available at a future date should I wish to re-enroll my student. I also understand that if my student is picked up late, there is a late pick-up fee. If picked up late more than three times, my student is subject to dismissal from the program with no refunds or credits given.

\_\_\_\_\_ **NON SUFFICIENT FUNDS POLICY**- Please see the attached informational handout on Envision Payment Solutions, a third party collection service for returned checks.

\_\_\_\_\_ **DISMISSAL/SIGN-OUT PROCEDURES**- I understand that for the safety of my student(s), any person I assign to pick up my student(s) is required to produce a valid photo ID card upon request at sign-out on a daily basis. I further understand that I, or any person I assign, am/is required to use official *full* signatures on any and all afterschool documents, including registration forms, sign-out sheets, parent/guardian notes etc. Furthermore, every sign-out sheet must include the time of pick-up. I also understand that my student's information will need to be updated regularly. Inappropriate behavior including hostile, threatening language from parents/guardians can result in parents/guardians having to make other arrangements for student pick-up. Failure to follow these policies will result in *immediate* dismissal of the student from the program.

\_\_\_\_\_ **TEACHER/STAFF SIGN-OUT**- I give permission for my student(s) to be signed out by school-day teachers/staff of the school site in order to help in classrooms, receive extra help, etc. I understand that my child will be under the supervision of school staff during the time they are signed out of afterschool.

\_\_\_\_\_ **BEHAVIOR GUIDELINES**- Behavior reports indicate ongoing problems needing to be resolved. Behavior plans and parent/guardian/teacher support will be sought and age-appropriate consequences will be assigned as necessary. Students receiving three behavior reports during the school year may be dismissed from the afterschool program without refund. Reasons for behavior reports include but are not limited to, any violence, failure to follow directions or safety rules, inappropriate language, disrespectful behavior towards the afterschool staff and/or others, etc. Should it be determined that a student's behavior proves harmful to him/herself or others, immediate dismissal from the program will result.





## Department of Extended Learning Parent/Guardian Handbook

### SPORTS/ACTIVITY PERMISSION

I hereby give permission for my student(s) to participate in sports and activities through the Afterschool Program. I release the program and staff from any responsibility due to injury.

### INFLUENZA (flu) VACCINE NOTIFICATION LETTER

I have read and understood the influenza information to parents in regards to the importance of the flu vaccine.

### **COVID-19 SPECIFIC POLICIES**

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Department of Extended Learning  
Parent/Guardian Handbook

**REFUNDS/CREDITS**

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**PARENT STATEMENT OF UNDERSTANDING**

I have read, understood, and accepted all afterschool rules, policies, and procedures.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_