AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

HARMONY DEVELOPMENT CENTER, INC.
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
12233 SW 55th Street, Suite 801
Cooper City, Florida 33330

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated April 16, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care Program in their proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022.** The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B.**

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(k) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(l) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(m) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(n) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC").for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC.** PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:
Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to:
Director
The School Board of Broward County, Florida
Before & After School Child Care
2301 NW 26th Avenue
Building 1
Fort Lauderdale, FL 33311

To PROVIDER: Cynthia Moreno, Chief Executive Officer
Harmony Development Center, Inc.
12233 SW 55th Street, Suite 801
Cooper City, Florida 33330

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, **RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must

verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration**. SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals**. This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Harmony Development Center, Inc.
Date: 2019.08.23 07:23:16 -04'00'

Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER

(Corporate Seal)

ATTEST:

HARMONY DEVELOPMENT CENTER, INC.

By _____

Print Name: Cynthia Moreno

Title: _____

_____, Secretary

-or-

_____
Witness

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 19 day of August, 2019 by Cynthia Moreno of Harmony Development Center Inc, on behalf of the corporation/agency.
Name of Person
Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification and did/did not first take an oath.
Type of Identification

My Commission Expires:

_____
Signature – Notary Public

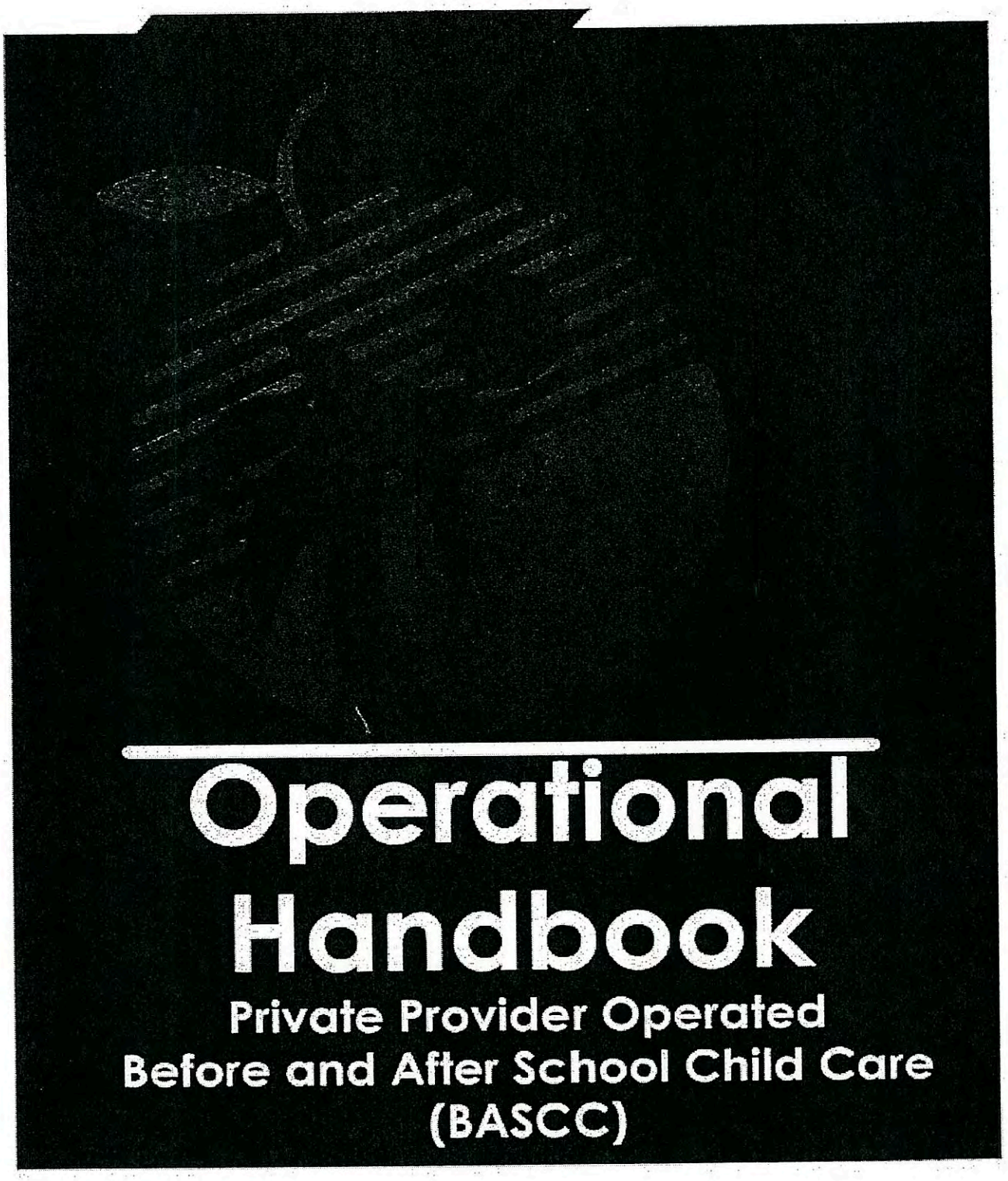
(SEAL)

_____
Printed Name of Notary

ROSA LAURA TORRES
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF925351
Expires 10/17/2019

_____
Notary's Commission No.

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://bascbroward.com
Email: bascbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:
   a. The School Board (community school and/or elementary school).
   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.
2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.
3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.
4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.
5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.
6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose:** For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to The Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.).

(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and Field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: for private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signature.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Section A Program Information Page 12

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Efective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "Parent Handbook".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, my child knows how to swim.
○ No, my child does not know how to swim, however I will complete the swim central form.
○ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the *"Influenza Virus, The Flu, and A Guide to Parents"*:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I have received. ○ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & Subsequent and for all Broward County Public School Employees (*please provide a copy of your School Board badge*). Provider Name also has a *limited number of scholarships available for families needing assistance.*

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.
These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits at your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. (1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.) when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.
I acknowledge receipt of the *"Schedule of Fees" to be paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: AB=Absent .5 ≥ 57 & ≤ 112 minutes X= ≤ 57 minutes \ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
  - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
    - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
    - Examples include:
        - Girl Scouts/Boy Scouts
        - School chorus/drama clubs/reading camp
        - Sports/dance/gymnastics offered by an outside vendor
        - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
    - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFqzPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-I; JLIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. Private Provider shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes, the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement; and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date:____/____/_____

_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ Parent Signature

_____ Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

Print Name	Signature	Date

Child Care Supervisor:

Print Name	Signature	Date

Parent or Guardian:

Print Name	Signature	Date

Student:

Print Name	Signature	Date

Other:

Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

Program Communication Log

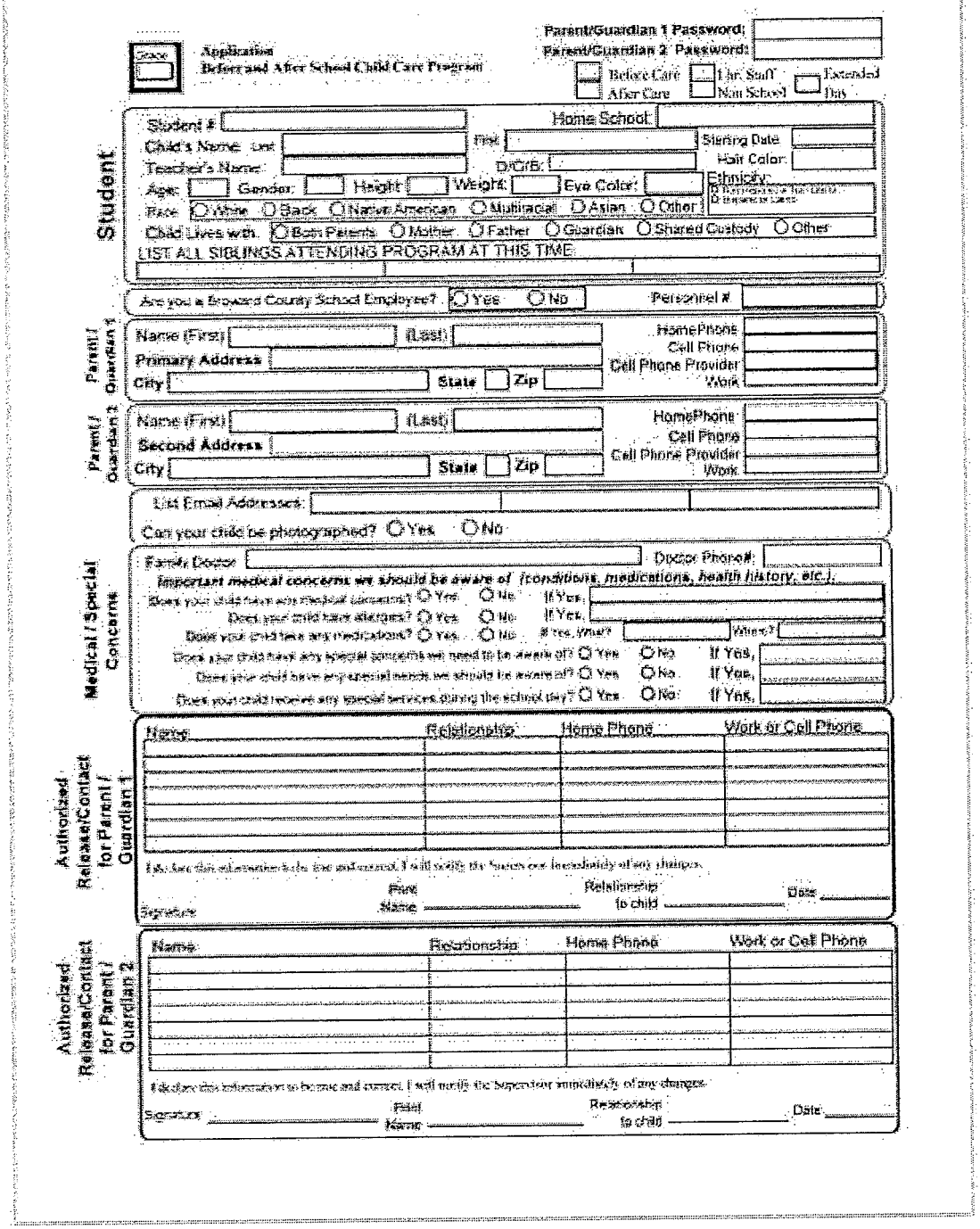
School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.

Student Registration Form (English)



Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care — Late Start / Non School — Extended Day

Student

Student #: Home School:
Child's Name: Last First Starting Date:
Teacher's Name: D/O/B: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: White Black Native American Multiracial Asian Other
Child Lives with: Both Parents Mother Father Guardian Shared Custody Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes No Personnel #:

Parent / Guardian 1

Name (First): (Last): Home Phone:
Primary Address: Cell Phone:
City: State: Zip: Cell Phone Provider:
Work:

Parent / Guardian 2

Name (First): (Last): Home Phone:
Second Address: Cell Phone:
City: State: Zip: Cell Phone Provider:
Work:

List Email Address(es):
Can your child be photographed? Yes No

Medical / Special Concerns

Family Doctor: Doctor Phone#:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any medical concerns? Yes No If Yes:
Does your child have allergies? Yes No If Yes:
Does your child take any medications? Yes No If Yes, what? When?
Does your child have any special concerns we need to be aware of? Yes No If Yes,
Does your child have any special needs we should be aware of? Yes No If Yes,
Does your child receive any special services during the school day? Yes No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: First Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: First Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Group: _____ On Site Supervisor(s): _____

School Name: _____ Signature: _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																		Receipt No(Optional)	Comments	
1																							1
2																							2
3																							3
4																							4
5																							5
6																							6
7																							7
8																							8
9																							9
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22																							22
23																							23
24																							24

E = Enter W= Withdrew R= Re-entered X= Absent /=Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

	Classifications
2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

	Classifications
3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care (BASCC) department would like to acknowledge the National After School Association (NAA) "Standards of Quality Care" as the primary reference for development of our "Quality Standards" in the following: Environment, Responsibility, Structure, Interaction, Curriculum Area.

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name: _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:

- i) Copy of staff certifications for the job they are performing or required (personnel file)
- ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
- iii) Current First Aid (at least two staff on site at all times)
- iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
- v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
- vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidance and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name: _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

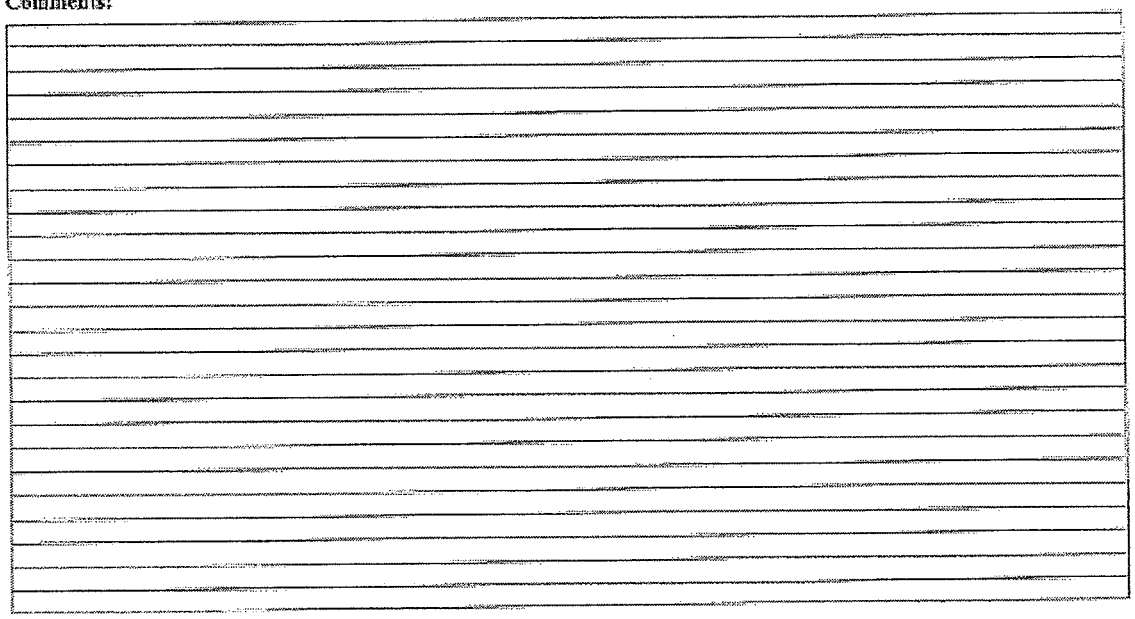
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:



School Name _____

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students: ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times
b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

School Name _____

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/23/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[redacted]

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and Incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state **(Private Provider Programs only)**
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices, as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

28. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g_____The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19c _____A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)_____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file.
(Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of *Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting*, in their personnel file.

vi)____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



The School Board of Broward Count 2019/2020
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"
Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Surve'
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBO_E17D_StaffDevelopmentLog 2014-15
06_13

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(24-hour Emergency Contact)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date | First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date | First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from **front desk.**
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport

Hospital City

Hospital Address

Hospital Zip Code

Fire

- Pull fire alarm/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James- CLEAR - Mr. James.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. – Instruct staff not to look classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

_____ and/or _____

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

_____

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. ▫ 1:10 for pre-school and pre-kindergarten students ▫ 1:20 for Kindergarten through 5th grade ▫ 1:25 for 6th grade through 12th grade ▫ Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group ▫ 1:10 for field trips. This is verified by the staff schedule. ▫ Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: ☐ Two staff with current CPR and First Aid training ☐ All staff with SBISD Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training ☐ One staff member at the program trained in medication dispensing ☐ All SBO supervisors must have SBISD Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-09 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgelstuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object

Type

- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed

☐ Other

Description of Accident:

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?

754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location

School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim
○ Suspect

Name _____

○ Student
○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA)
754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. ESO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies:

_____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:
- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers; providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

School: _____ **Phone #:** _____ **Fax#:** _____

Diagnosis: _____ **Allergies:** _____

TREATMENTS DURING SCHOOL HOURS

Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx ☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement ☐ Care (Cleaning)			
CPT				
Oxygen Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered; e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____-20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

[illegible] Medication Approved by Parent	[illegible]	[illegible]	[illegible]	[illegible]
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation.	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/2017

1

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgement (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

Rev. 02/2017

2

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies: _____
Doctor: _____ Phone #: _____ Fax #: _____ Hm Rm Teacher: _____
Special Instructions: _____ Side Effects: _____ Diagnosis: _____ Month/Year: _____

MEDICATION
NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

* Record the amount of Medication received (i.e. # of pills, amount of liquid) with each initial receipt in the "Notes" Section on the Reverse
* Record Time Medication was given for Random not given) and Initials in the appropriate Boxes
* If medication is not given, please use one of the following abbreviations to indicate the reason why.

A-absent O-out of medication T-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-father and Provide explanation in the "Notes" Section on the Reverse side

Date →																					
AM																					
Initials																					
PM																					
Initials																					
AM																					
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PM																					
Initials																					

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/07.3

1

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Section D Financial Section Page 176

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET - RFP FY20-007

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school? ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-007
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of School | Date Submitted | Name of Provider

Specific Need	Dates	Number of Children	Number of Rooms Needed	Security Guard(if required by school)	Time(s) of operation for request	Cost
School Year (Holidays to include Early Release)						All provider programs $750 per day. Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
Holidays (District is closed)						All provider programs $750 per day the District is closed. Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
Winter Break (Excludes Extra Days - District Closed)						All provider programs $750 per day District is closed. Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
Spring Break (Excludes Extra Days - District Closed)						All provider programs $750 per day District is closed. Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
Teacher Planning Days						Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
Summer Camp*						All provider programs $750 per session for the fiscal year. Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
June						
July						
August						
Holiday Closure Schedule (District is Closed)						All provider programs $750 per day District is closed. Consumable items are applied per day to all programs, and depends on the number of students the program is serving.
Summer Closure schedule (one District is closed) 4th of July or a Memorial holiday						

Principal's Signature | Date | ☐ Approved ☐ Not approved | OSO Representative Signature | Date

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP PY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP PY20-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SBBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 1 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms
	Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter pickers.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs of desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	* Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

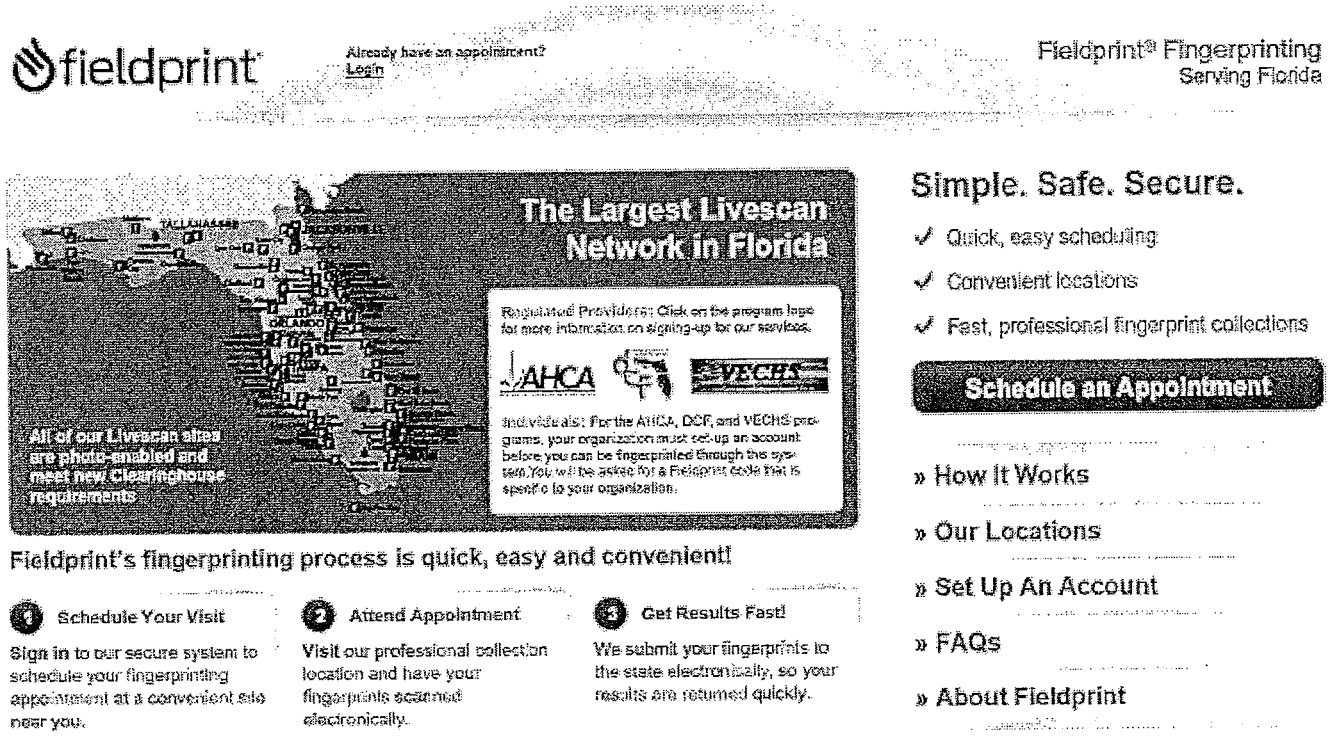
- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
    - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
    - Agendas
    - Sign-in Sheets
    - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section E Employment Information Page 190

FieldPrint Inc. Information



Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ◯Yes ◯No

If no to the above, is the student being considered for testing? ◯Yes ◯No

If yes, will you provide a copy of the plan? ◯Yes ◯No

Please check the special education services received at school:

◯Full-time ◯Cluster Class

◯Part-time ◯Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐Autism Spectrum Disorder	☐Gifted	☐Specific Learning Disabled
☐Deaf or Hard of Hearing	☐Language Impaired	☐Speech Impaired
☐Developmentally Delayed (Age 0-5)	☐Occupational Therapy	☐Trainable Mentally Handicapped
☐Dual-Sensory Impaired	☐Orthopedically Impaired	☐Traumatic Brain Injured
☐Educable Mentally Handicapped	☐Other Health Impaired	☐Visually Impaired
☐Emotional/Behavioral Disabilities	☐Physical Therapy	☐Diabetic
☐Established Conditions (Age 0-2)	☐Profoundly Mentally Handicapped	☐Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯Yes ◯No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ☐Independently ☐Needs Partial Assistance

☐Wears Pull-Ups or Diapers ☐Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: ○ 1:1 ○ 1:4 ○ 1:10 ○ 1:20 ○ other _____

(Not all programs provide these ratios)

I agree to release the information from my child/dependent's IEP (Individualized Education Program) or 504 Plan

Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE.

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and /or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee. If special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

Print Name / Relationship to student: _____ Print Name / Relationship to student: _____ Date: _____

Print Name / Relationship to student: _____ Print Name / Relationship to student: _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: ○ 1:1 ○ 1:4 ○ 1:10 ○ 1:20 ○ other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
Info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org

Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Harmony Development Center, Inc.

<u>After school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>After School childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student ($25.00 x 2)	No Charge
Total Fee	No Charge
<u>Before school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>Before school childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student ($25.00 x 2)	No Charge
Total Fee	No Charge

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

HELPING ABUSED, NEGLECTED, DISADVANTAGED YOUTH, INC.
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
501 NE 8th Street
Fort Lauderdale, Florida 33304

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated April 17, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022.** The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(k) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(l) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(m) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(n) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER: Kirk Brown, CEO
Helping Abused Neglected Disadvantaged Youth (HANDY), Inc.
501 NE 8th Street
Fort Lauderdale, Florida 33304

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, **RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must

verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Helping Abused, Neglected, Disadvantaged Youth, Inc. - RFP FY20-007 (2)
Date: 2019.08.23 07:29:21 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER

(Corporate Seal)

ATTEST:

HELPING ABUSED, NEGLECTED, DISADVANTAGED YOUTH, INC.

By _____

_____, Secretary

Print Name: KIRK BROWN

-or-

Title: CEO

_____
Witness

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 14 day of AUGUST, 20 19 by KIRK BROWN of
Name of Person
HANDY INC, on behalf of the corporation/agency.
Name of Corporation or Agency
He/She is personally known to me or produced DRIVER LICENSE as identification and did/did not first take an oath.
Type of Identification

My Commission Expires:

NOTARY PUBLIC STATE OF FLORIDA
Maria Vo
Commission # GG133509
Expires: August 10 2021
Bonded thru Aaron Notary

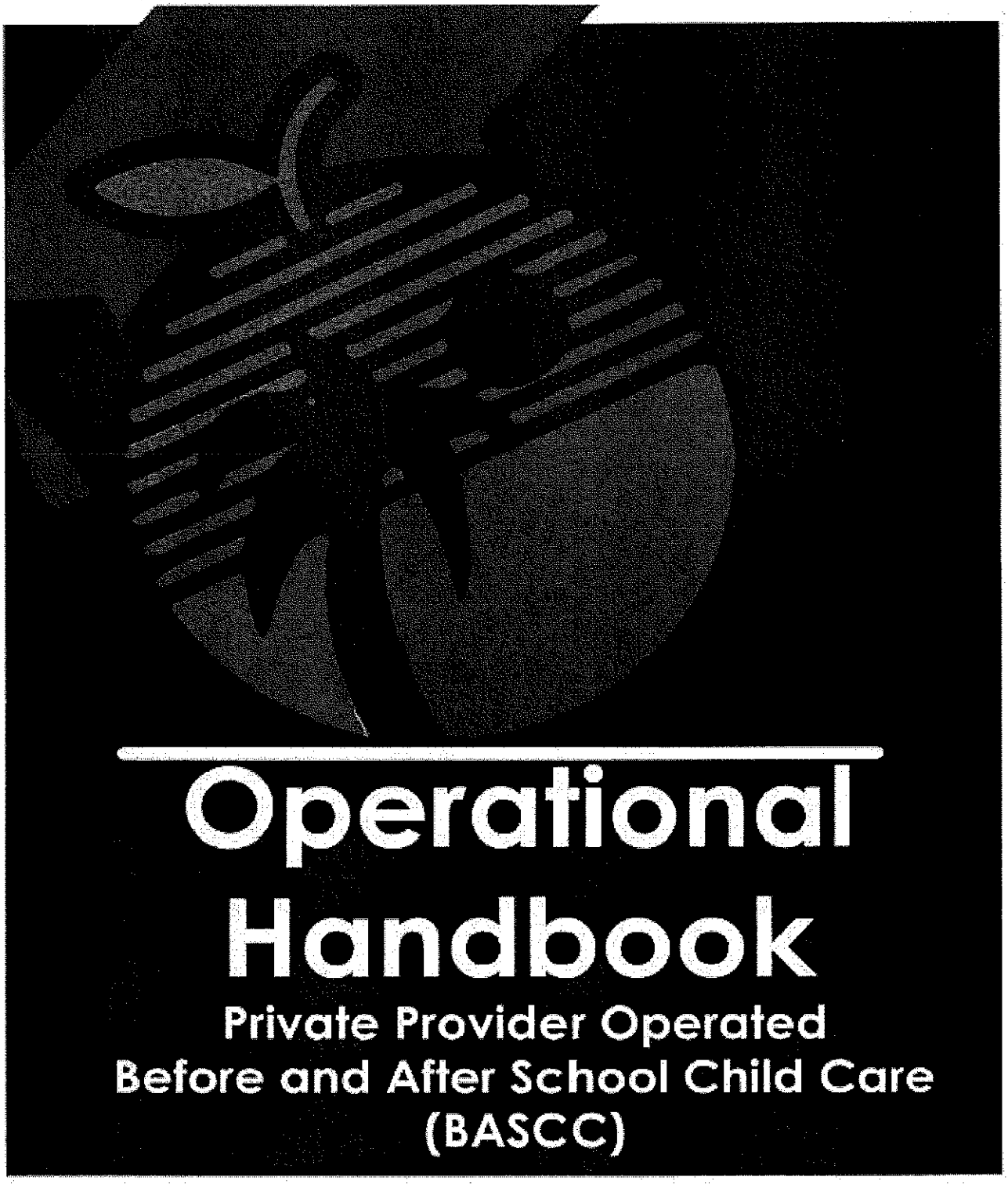
(SEAL)

_____
Signature – Notary Public

MARIA VO
Printed Name of Notary

GG133509
Notary's Commission No.

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Contact Info Page 1

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:
   a. The School Board (community school and/or elementary school).
   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.
2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.
3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.
4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.
5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.
6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose:** For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.
2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.
3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to The Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores,).
(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ **Yes, I agree.** ○ **No, I do not agree.**

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ **Yes, I agree.** ○ **No, I do not agree.**

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ **Yes, I agree.** ○ **No, I do not agree.**

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operations Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Section A Program Information Page 12

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.**

Student's Name, DOB, age .

My child must be in **6** grade or higher and **12** years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Efective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities I an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "Parent Handbook".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, my child knows how to swim.**
◯ **No, my child does not know how to swim, however I will complete the swim central form.**
◯ **No, I will not complete the swim central form.**

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the *"Influenza Virus, The Flu, and A Guide to Parents"*:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I have received.** ◯ **No, I have not received.**

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child and for all Broward County Public School employees (*please provide a copy of your School Board badge*). Provider Name also has a *limited number of scholarships available for families needing assistance.*

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.
These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.
I acknowledge receipt of the *"Schedule of Fees" to be paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.** ○ **No, I do not agree.**

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: AB=Absent .5 ≥ 57 & ≤ 112 minutes X = ≤ 57 minutes √ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All providers staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFazPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-I; JLIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. *Private Provider* shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3]ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4] safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5] utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6] notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7] fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8] prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9] be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date:____/____/_____

Name	Title
Name	Title
Name	Title
Name	Title
Name	Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

Key Points of Discussion: _____

Goals for Success: _____

Course of Action for Unmet Goals:

Parent Signature

Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

_____	_____	_____
Print Name	Signature	Date

Child Care Supervisor:

_____	_____	_____
Print Name	Signature	Date

Parent or Guardian:

_____	_____	_____
Print Name	Signature	Date

Student:

_____	_____	_____
Print Name	Signature	Date

Other:

_____	_____	_____
Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

Program Communication Log

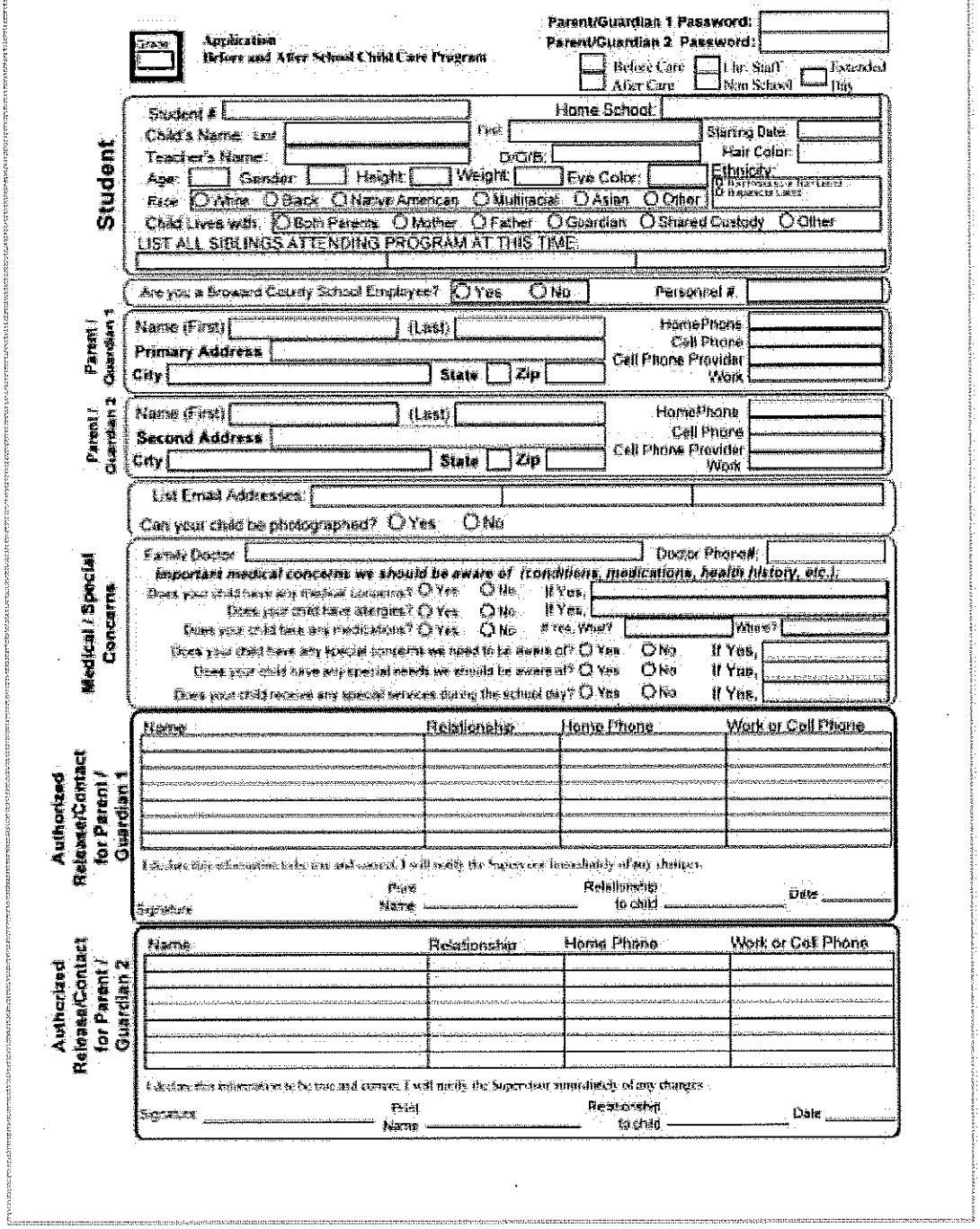
School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.

Student Registration Form (English)



Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care — Dir. Staff / Non School — Extended Day

Student

Student #: Home School:
Child's Name: Last First Starting Date:
Teacher's Name: D/O/B: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: ○ White ○ Black ○ Native American ○ Multiracial ○ Asian ○ Other
Child Lives with: ○ Both Parents ○ Mother ○ Father ○ Guardian ○ Shared Custody ○ Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? ○ Yes ○ No Personnel #:

Parent / Guardian 1

Name (First): (Last): Home Phone
Primary Address: Cell Phone
City: State Zip Cell Phone Provider
Work

Parent / Guardian 2

Name (First): (Last): Home Phone
Second Address: Cell Phone
City: State Zip Cell Phone Provider
Work

List Email Addresses:
Can your child be photographed? ○ Yes ○ No

Medical / Special Concerns

Family Doctor: Doctor Phone#:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any medical concerns? ○ Yes ○ No If Yes,
Does your child have allergies? ○ Yes ○ No If Yes,
Does your child take any medications? ○ Yes ○ No If Yes, What? Where?
Does your child have any special concerns we need to be aware of? ○ Yes ○ No If Yes,
Does your child have any special needs we should be aware of? ○ Yes ○ No If Yes,
Does your child receive any special services during the school day? ○ Yes ○ No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.

Signature Print Name Relationship to child Date

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.

Signature Print Name Relationship to child Date

Attendance Roster

For emergency use only

Group:_____ On-Site Supervisor(s):_____

School Name:_____ Signature:_____

Attendance Period:_____ Date:_____

	Student's Name	Grade Level	Day																			Receipt No(Optional)	Comments	
1																								1
2																								2
3																								3
4																								4
5																								5
6																								6
7																								7
8																								8
9																								9
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17																						4		17
18																								18
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21																								21
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24																								24

E = Enter W = Withdrew R = Re-entered X = Absent / = Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)
child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care (BASCC) Department would like to acknowledge the National After School Association (NAA) "Standards of Quality Care" as the primary reference for development of our "Quality Standards" [illegible]

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available.

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)

ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)

iii) Current First Aid (at least two staff on site at all times)

iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)

v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training

vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible] 7/2/2019 Page 1

School Name _____

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times
b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (Private Provider Programs only)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 34 BES/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavlan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

School Name _____ Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS

f. Accident and incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "Weatherbug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (Private Provider Programs only)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices, as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Halmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with room/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time of the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g_____The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19a _____A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting, in their personnel file.

vi)____At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"
Please be prepared to discuss procedures reflecting the following standards:

2019/2020

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



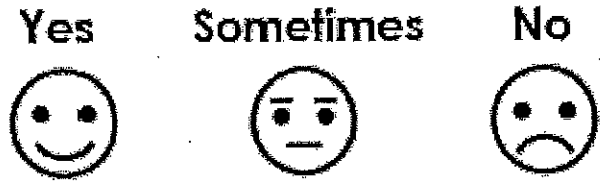
5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	NEUTRAL OR	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBO_EI7D_StaffDevelopmentSign 2014-15
04_14

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

[illegible]

Page 2 of 2

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(*24-hour Emergency Contact*)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date

First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date

First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from front desk.
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of emergency card/registration form is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport | Hospital City

Hospital Address | Hospital Zip Code

Fire

- Pull fire alarm/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James- CLEAR - Mr. James*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. – Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lightning, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)**

Code Yellow – Lock Down

Limited movement in the building other than by:

_____ and/or _____

- **A Code Yellow lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).**

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.**

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

_____

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2482	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-248-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present _____ # of Staff Present _____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. [A designated cell phone may be used for this purpose.]	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. ▫ 1:10 for pre-school and pre-kindergarten students ▫ 1:20 for Kindergarten through 5th grade ▫ 1:25 for 6th grade through 12th grade ▫ Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group ▫ 1:10 for field trips. This is verified by the staff schedule. ▫ Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June. Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: ☐ Two staff with current CPR and First Aid training ☐ All staff with SISIC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training ☐ One staff member at the program trained in medication dispensing ☐ All SIIC supervisors must have SIIC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Forty completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records. In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ☐ Student ☐ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

Type

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgie/tuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object
- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed
- ☐ Other

Description of Accident: _____

Treatment (Check all that apply):
- ○ Yes ○ No Called 911?
- ○ Yes ○ No Parents Notified?
- ○ Yes ○ No Transported to Hospital?
- ○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?

754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____

_____

_____

_____

_____

_____

_____

_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800-962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. ESS will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1440 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ Date of Birth: _____ Grade: _____
School: _____ Phone #: _____ Fax#: _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student: e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies:

Physician's Name (Printed)

Physician's Signature

Physician's Telephone & Fax Numbers

Physician's Office Address

Date Completed

This information will be retained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:
- Medications must be supplied in the original container. Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed)

Signature of Parent / Guardian

Date Signed

Home Phone Number

Work/Cell Phone Number (Include Ext. if any)

Form #2340 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ Date of Birth: _____ Grade: _____
School: _____ Phone #: _____ Fax#: _____

Diagnosis: _____ Allergies: _____
TREATMENTS DURING SCHOOL HOURS
Treatment Plans _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special			
Suctioning	☐ Oropharynx ☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement ☐ Care (Cleaning)			
CPT				
Oxygen Alisting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered, e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student, e.g. allergy triggers, diabetic reactions, etc.): _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specify: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20____-20____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated at school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation.	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated at school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses.	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/07

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequenced based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgement (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

Rev. 02/20-UF

2

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies: _____

Doctor: _____ Phone #: _____ Fax #: _____ Homeroom Teacher: _____

Special Instructions: _____ Side Effects: _____ Diagnosis: _____ Month/Year: _____

MEDICATION
NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

* Record the amount of Medication received (i.e. # of pills, amount of liquid) with each initial entry in the "Initials" Section on the Reverse
* Record Time Medication was given for Instances of missed and refused doses
* If medication is not given, please use a code for following observations to indicate the reason why:

A-absent O-out of medication T-Field Trip D-discontinued R-refused DW-days waived ER-early release day
V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date																					
	AM																				
	Initials																				
	PM																				
	Initials																				
	AM																				
	Initials																				
	PM																				
	Initials																				
	AM																				
	Initials																				
	PM																				
	Initials																				
	AM																				
	Initials																				
	PM																				
	Initials																				

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/07/21

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year [July 1st to June 30th]. Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
  - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
  - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
  - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
  - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET – REF B'ZAL-007

FISCAL YEAR APPLYING:	
PROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-007
DAYS OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of Client | Date Submitted | Name of Provider

Specific Need	Days	Number of Children	Number of Rooms Needed	Security Guard (if required)	Days of operation for request	Cost
School Year (All Day or Include Early Release)						All provider programs FTES per ESS type. Documentation must explain per day to all programs and depends on the number of children the program is servicing
Holidays (Must be closed)						All provider programs FTES per ESS type. Documentation must explain per day to all programs and depends on the number of children the program is servicing
Winter Break (Excludes Dates)						All provider programs FTES per day. Documentation must explain per day to all programs and depends on the number of children the program is servicing
Days – Different Classes						All provider programs FTES per day. Documentation must explain per day to all programs and depends on the number of children the program is servicing
Spring Break (Excludes Dates						
Days – Different Classes						Documentation must explain per day to all programs and depends on the number of children the program is servicing
Vacation Planning Days						
Summer Camp*						All provider programs FTES per ESS type. Documentation must explain per day to all programs and depends on the number of children the program is servicing
June						
July						
August						
Early Learning Academy (Days of Classes)						All provider programs FTES per ESS type. Documentation must explain per day to all programs and depends on the number of children the program is servicing
*Summer Camp is optional and may be added at the discretion of the provider or school						

Principal's Signature | Date | DSQ Approved / Disapproved | DSQ Representative Signature | Date

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP PYSD-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP PYSD-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SDUC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative



Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter pickers.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs of desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	Prepare Classrooms for Cleaning
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	* Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-2330. If the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

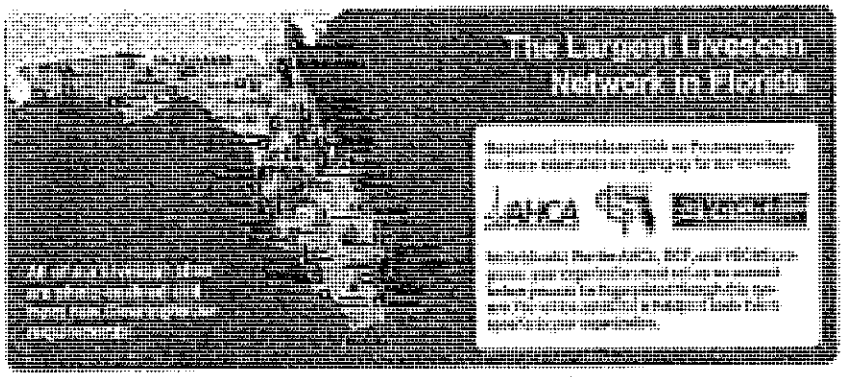
Section E Employment Information Page 190

FieldPrint Inc. Information

fieldprint

Already have an appointment? Login

Fieldprint® Fingerprinting
Serving Florida



Fieldprint's fingerprinting process is quick, easy and convenient!

1 Schedule Your Visit

Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment

Visit our professional collection location and have your fingerprints scanned electronically.

3 Get Results Fast!

We submit your fingerprints to the state electronically, so your results are returned quickly.

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

Schedule an Appointment

» How It Works

» Our Locations

» Set Up An Account

» FAQs

» About Fieldprint

Applicants - Get started today! It's easy to schedule an appointment.

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Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After-School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is *not* a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ○Yes ○No

If no to the above, is the student being considered for testing? ○Yes ○No

If yes, will you provide a copy of the plan? ○Yes ○No

Please check the special education services received at school:

○Full-time ○Cluster Class

○Part-time ○Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐Autism Spectrum Disorder	☐Gifted	☐Specific Learning Disabled
☐Deaf or Hard of Hearing	☐Language Impaired	☐Speech Impaired
☐Developmentally Delayed (Age 0-5)	☐Occupational Therapy	☐Trainable Mentally Handicapped
☐Dual-Sensory Impaired	☐Orthopedically Impaired	☐Traumatic Brain Injured
☐Educable Mentally Handicapped	☐Other Health Impaired	☐Visually Impaired
☐Emotional/Behavioral Disabilities	☐Physical Therapy	☐Diabetic
☐Established Conditions (Age 0-2)	☐Profoundly Mentally Handicapped	☐Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯Yes ◯No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ☐Independently ☐Needs Partial Assistance
☐Wears Pull-Ups or Diapers ☐Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: ☐ 1:1 ☐ 1:4 ☐ 1:10 ☐ 1:20 ☐ other _____

(Not all programs provide these ratios)

I agree to release the information from my child/dependent's IEP (Individualized Education Program) or 504 Plan

☐ Yes ☐ No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE:

- I understand the pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in consideration all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at Intake:

_____ _____ _____

Print Name / Relationship to student Print Name / Relationship to student Date:

_____ _____

Print Name / Relationship to student Print Name / Relationship to student

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: ☐ 1:1 ☐ 1:4 ☐ 1:10 ☐ 1:20 ☐ other _____

 ☐ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student.

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-6863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-455-4700
asabroward.org
info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living – improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org

Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Helping Abused, Neglected, Disadvantaged Youth, Inc.

<u>After school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>After School childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>Before school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>Before school childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

ATTACHMENT B

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

Helping Abused, Neglected, Disadvantaged Youth, Inc.

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	No Charge
Three Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	No Charge
Three Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

HISPANIC UNITY OF FLORIDA, INC.
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
5840 Johnson Street
Hollywood, Florida 33021

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated April 15, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) The Provider's sliding scale fee (**Attachment B**) shall be the same for all sites.

(k) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(l) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(m) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(n) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(o) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER: Josie Bacallo, President & CEO
Hispanic Unity of Florida, Inc.
5840 Johnson Street
Hollywood, Florida 33021

With a Copy to: Felipe Pinzon, Senior Vice President of Strategy Programs
Hispanic Unity of Florida, Inc.
5840 Johnson Street
Hollywood, Florida 33021

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT

DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any

required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Hispanic Unity of Florida, Inc.- RFP FY20-007 (2)
Date: 2019.08.23 07:35:24 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

ATTEST:

HISPANIC UNITY OF FLORIDA, INC.

By _____

_____, Secretary

Print Name: Felipe Pinzon

-or-

Title: Senior Vice President of Strategy and Programs.

_____
Witness

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 7 day of August, 2019 by Felipe Pinzon of
Name of Person
Hispanic Unity of Florida, Inc, on behalf of the corporation/agency.
Name of Corporation or Agency
He/She is personally known to me or produced _____ as identification
and did/did not first take an oath. Type of Identification

My Commission Expires:

_____
Signature – Notary Public

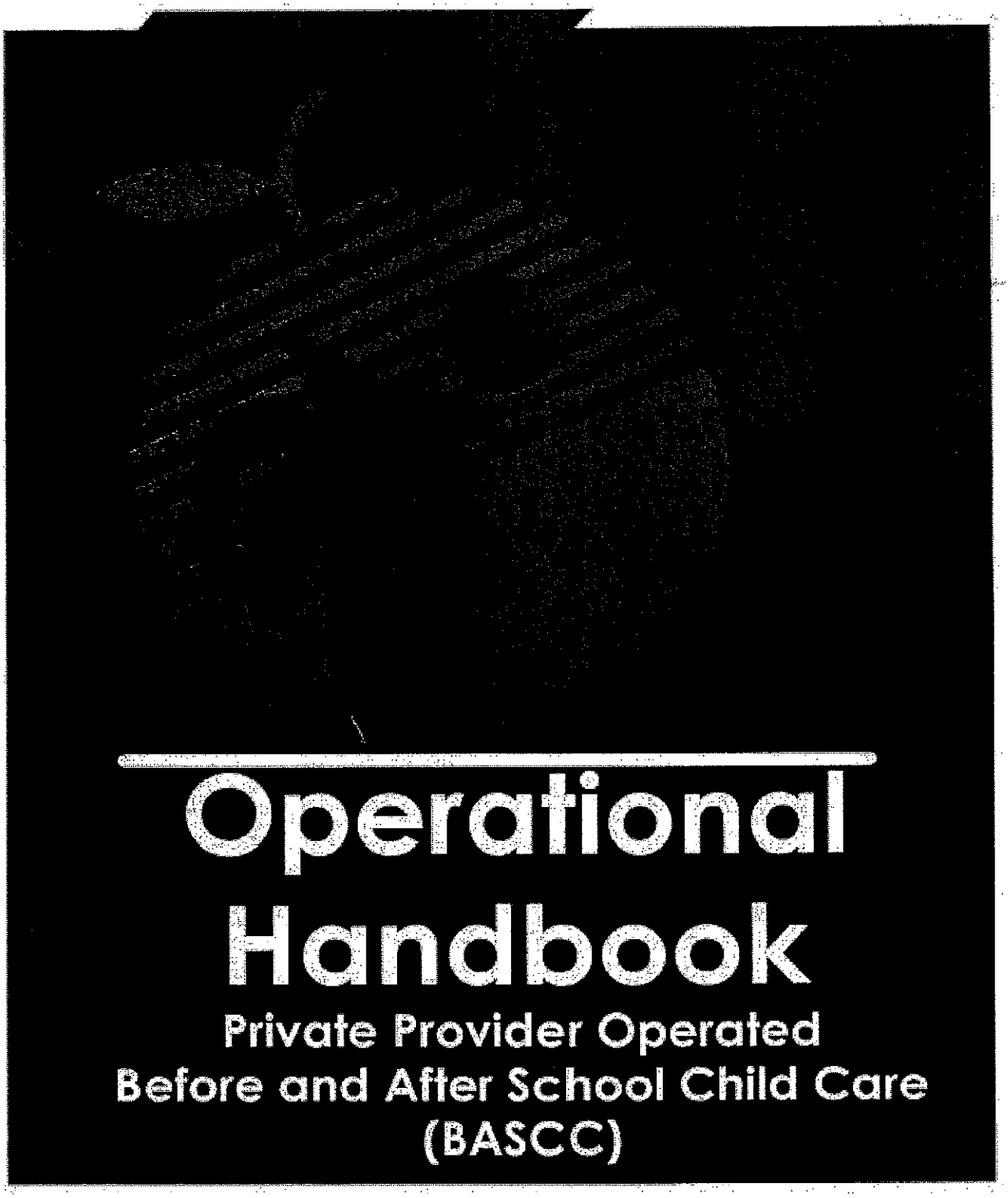
Ninowtzka Saavedra
Printed Name of Notary

(SEAL)

NINOWTZKA SAAVEDRA
MY COMMISSION # GG 238637
EXPIRES: November 15, 2022
Bonded Thru Notary Public Underwriters

November 15, 2022
Notary's Commission No.
#GG238637

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After-School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:
   a. The School Board (community school and/or elementary school).
   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.
2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.
3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.
4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.
5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.
6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose**: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.
2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.
3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to the Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.).
(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance. PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and Field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS), to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signature

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Elective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "*Parent Handbook*".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, my child knows how to swim.
◯ No, my child does not know how to swim, however I will complete the swim central form.
◯ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the *"Influenza Virus, The Flu, and A Guide to Parents"*:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I have received. ◯ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public Schools employees (please provide a copy of your School Board badge). Provider Name also has a limited number of scholarships available for families needing assistance.

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.
These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. (1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.) when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.
I acknowledge receipt of the "Schedule of Fees" to be paid by me for my child's attendance at Provider Name. I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

School Name

Two [2] Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: A=Absent .5 = 57 & ≤ 112 minutes X = ≤ 57 minutes √ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
  - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFqzPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."[18]

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-I; JUIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ["HIPAA"] and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. Private Provider shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date: ___/___/_____

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

Student's Name: _____ Date of Birth: ___/___/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ _____
Parent Signature Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

Print Name	Signature	Date

Child Care Supervisor:

Print Name	Signature	Date

Parent or Guardian:

Print Name	Signature	Date

Student:

Print Name	Signature	Date

Other:

Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

Program Communication Log

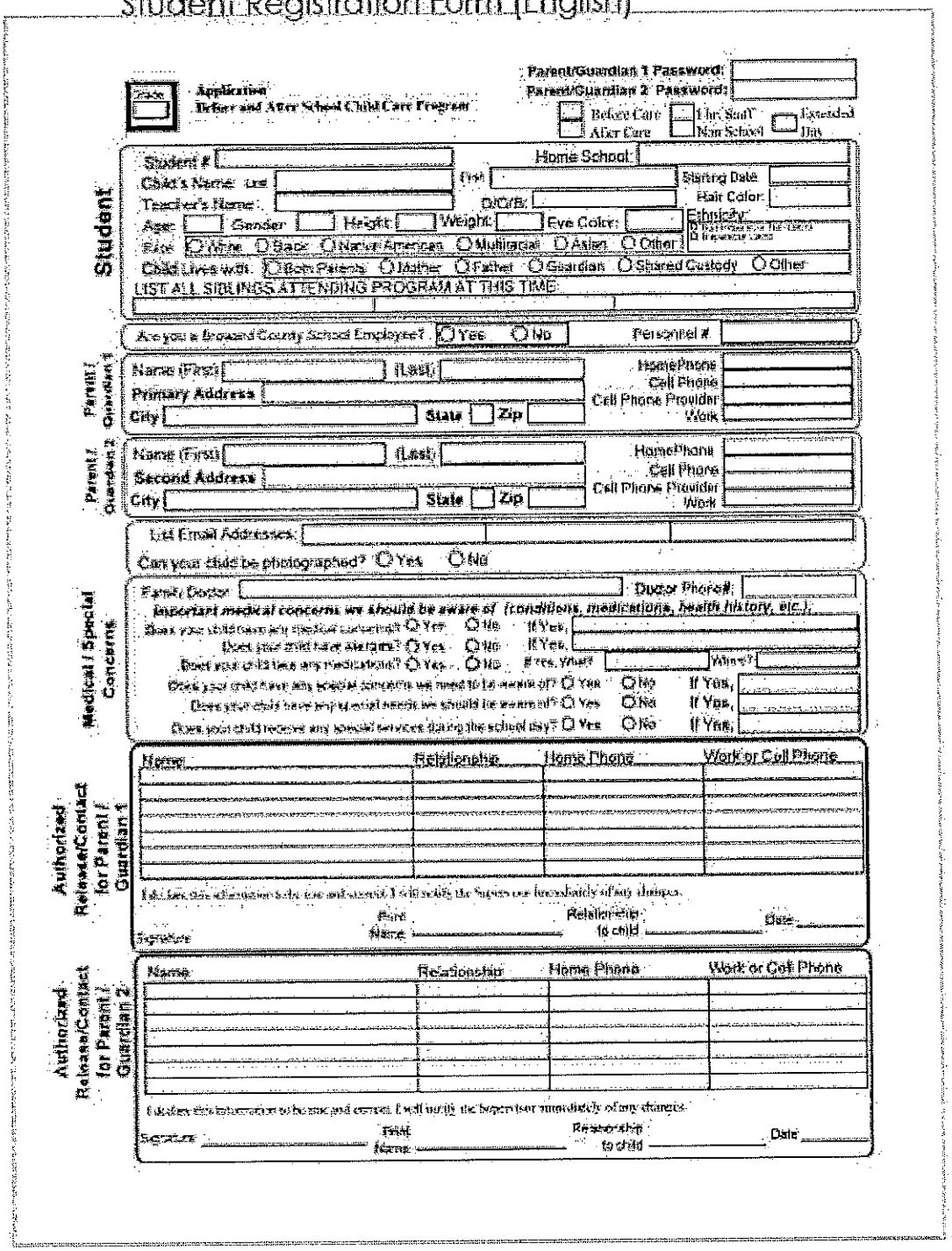
School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.

Student Registration Form (English)



Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care — Elementary School Staff / Non School — Extended Day

Student

Student #: Home School:
Child's Name: Last / First / Starting Date:
Teacher's Name: DOB: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: White / Black / Native American / Multiracial / Asian / Other
Child Lives with: Both Parents / Mother / Father / Guardian / Shared Custody / Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes / No — Personnel #:

Parent / Guardian 1

Name (First) (Last) — Home Phone / Cell Phone / Cell Phone Provider / Work
Primary Address
City State Zip

Parent / Guardian 2

Name (First) (Last) — Home Phone / Cell Phone / Cell Phone Provider / Work
Second Address
City State Zip

List Email Addresses:
Can your child be photographed? Yes / No

Medical / Special Concerns

Family Doctor: Doctor Phone #:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any special concerns? Yes / No — If Yes,
Does your child have allergies? Yes / No — If Yes,
Does your child take any medications? Yes / No — If Yes, What? When?
Does your child have any known concerns we need to be aware of? Yes / No — If Yes,
Does your child have any mental needs we should be aware of? Yes / No — If Yes,
Does your child receive any special services during the school day? Yes / No — If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Group: _____ On Site Supervisor(s): _____

School Name: _____ Signature _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																		Receipt No(Optional)	Comments	
1																							1
2																							2
3																							3
4																							4
5																							5
6																							6
7																							7
8																							8
9																							9
10																							10
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22																							22
23																							23
24																							24

E = Enter W= Withdrew R= Re-entered X= Absent /= Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: ____/____/____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care Department would like to acknowledge the School Age Services Association (SAA) "Standards of Quality Care" as the primary resource for development of our "Quality Standards".

School Name: _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities.
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas.
c. Staff redirects inappropriate student behaviors to posted behavior expectations.
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled.
e. Students demonstrate understanding of the expectations by their actions.

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other.
b. Students usually cooperate and work well together.
c. Students seek assistance from an adult when problems arise.

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs.
b. Documentation exists for an annual parent survey, completed by January of the current school year.
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve.
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time.
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information.

Comments:

School Name _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the schools designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times (it includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

School Name _____

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times
b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices, as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 6/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

School Name _____ 7/2/2019 Page 1

Section C Program Operations Page 96

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

School Name _____

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 8/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavlan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
    i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
    ii) Lockdown Drills –must be conducted monthly beginning in August and ending in June
    iii) Tornado Drills – twice per year. Completed by the last school days of October and March
    iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and Incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel polices are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/29/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Halmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time of the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11a_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g_____ The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____ The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19c _____ A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)_____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting, in their personnel file.

vi)____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



2019/2020

The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"

Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Surve
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



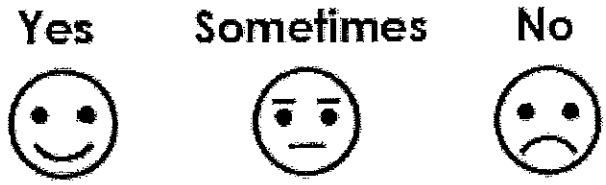
5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. [Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBAC_EXTD_StaffDevelopmentLog_2014-15
v6_14

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(*24-hour Emergency Contact*)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date | First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date | First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from front desk.
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of emergency card/registration form is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport | Hospital City

Hospital Address | Hospital Zip Code

Fire

- Pull fire alarm/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. Jones - CLEAR - Mr. Jones.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says.
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call tree (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. – Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

and/or

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. a. 1:10 for pre-school and pre-kindergarten students b. 1:20 for Kindergarten through 5th grade c. 1:25 for 6th grade through 12th grade d. Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group e. 1:10 for field trips. This is verified by the staff schedule. f. Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in FDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: ☐ Two staff with current CPR and First Aid training ☐ All staff with SBBC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training ☐ One staff member at the program trained in medication dispensing ☐ All SBBC supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

Type

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgelstuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object
- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed
- ☐ Other

Description of Accident:

_____

_____

_____

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?
754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. BSO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Notes: Initial: _____ Date: _____

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A *new Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies:

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be updated by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medications at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:
- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 13 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Diagnosis: _____ **Allergies:** _____
TREATMENTS DURING SCHOOL HOURS
Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx ☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement ☐ Care (Cleaning)			
CPT				
Oxygen /Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered; e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specify: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____-20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Medication (Check One)	Dosage	Purpose	Alert	
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated at school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation.	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated at school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose);	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev.03/2017

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medications must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies _____

Doctor: _____ Phone #: _____ Parent: _____ Homeroom Teacher _____

Special Instructions: _____ Side Effects: _____ Diagnosis: _____ Month/Year: _____

MEDICATION

NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

* Record the amount of Medication received (i.e. # of pills, amount of liquid) with each initial noted in the "Initials" Section on the Reverse
* Review "Top Medication" and place the Reason (#) given and Initials in the appropriate boxes
* If medication is not given, please use one of the following Abbreviations to indicate the reason why:

A-absent O-out of medication F-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date: ____																			
AM Initials																			
PM Initials																			
AM Initials																			
PM Initials																			
AM Initials																			
PM Initials																			
AM Initials																			
PM Initials																			

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 10/2013

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET – RFP FY20-07

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school? ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR SFY FY20-21
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

May 29, 2020

Name of School _____ Date Submitted _____ Name of Provider _____

Specific Need	Days	Number of Children	Number of Rooms Needed	Security Cost (if required by school)	Days of operation for month	Cost
School Year (Holidays to include Early Release)						All provider programs $7.00 per child. Transportation does not apply per day for all programs, but depends on the number of students the program is serving
Holidays (Outside school)						All provider programs $7.00 per child. Transportation does not apply per day for all programs, but depends on the number of students the program is serving
Public Pre-K / Exceptional Student Education (ESE) Program						All provider programs $7.00 per child. Transportation does not apply per day for all programs, but depends on the number of students the program is serving
Young Scholars Exceptional Student Education (ESE) Program						All provider programs $7.00 per child. Transportation does not apply per day for all programs, but depends on the number of students the program is serving
Transition Planning Days						Transportation does not apply per day for all programs, but depends on the number of students the program is serving
Assigned Days*						All provider programs $7.00 per child. Transportation does not apply per day for all programs, but depends on the number of students the program is serving
Name						
Job*						
Assigned						
Holiday Planning Sessions (Director or Owner)						All provider programs $7.00 per child. Transportation does not apply per day for all programs, but depends on the number of students the program is serving
*Summer Camp is optional (only Director or Owner or Job as indicated above)						

Principal's Signature _____ Date _____ OSC Approved ☐ Not Approved OSC Representative Signature _____ Date _____

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP PY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP PY20-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SDBC
	August 1 – August 31	9/15/20__			
	September 1 – September 30	10/15/20__			
	October 1 – October 31	11/15/20__			
	November 1 – November 30	12/15/20__			
	December 2 – December 31	1/15/20__			
	January 1 – January 31	2/15/20__			
	February 1 – February 27 (28)	3/15/20__			
	March 1 – March 31	4/15/20__			
	April 1 – April 30	5/15/20__			
	May 1 – May 31	6/15/20__			
	June 1 – June 30	7/15/20__			
	July 1 – July 31	8/15/20__			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms **Group bathrooms should have been cleaned from day's use before the assistant starts duties.**
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter picker.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs at desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	* Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

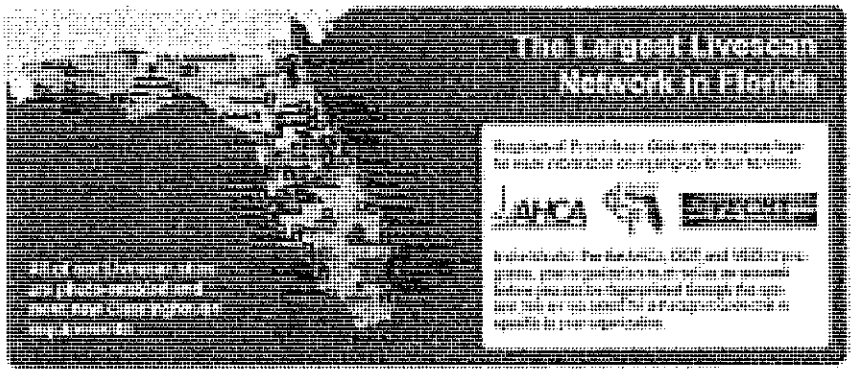
Section E Employment Information Page 190

FieldPrint Inc. Information

fieldprint

Already have an appointment? Login

Fieldprint® Fingerprinting
Serving Florida



Fieldprint's fingerprinting process is quick, easy and convenient!

1 Schedule Your Visit
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment
Visit our professional collection location and have your fingerprints scanned electronically.

3 Get Results Fast!
We submit your fingerprints to the state electronically, so your results are returned quickly.

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
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- ✓ Fast, professional fingerprint collections

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» Set Up An Account

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Applicants - Get started today! It's easy to schedule an appointment.

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Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ☐Yes ☐No

If no to the above, is the student being considered for testing? ☐Yes ☐No

If yes, will you provide a copy of the plan? ☐Yes ☐No

Please check the special education services received at school:

☐Full-time ☐Cluster Class

☐Part-time ☐Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐Autism Spectrum Disorder	☐Gifted	☐Specific Learning Disabled
☐Deaf or Hard of Hearing	☐Language Impaired	☐Speech Impaired
☐Developmentally Delayed (Age 0-5)	☐Occupational Therapy	☐Trainable Mentally Handicapped
☐Dual-Sensory Impaired	☐Orthopedically Impaired	☐Traumatic Brain Injured
☐Educable Mentally Handicapped	☐Other Health Impaired	☐Visually Impaired
☐Emotional/Behavioral Disabilities	☐Physical Therapy	☐Diabetic
☐Established Conditions (Age 0-2)	☐Profoundly Mentally Handicapped	☐Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯Yes ◯No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ◯Independently ◯Needs Partial Assistance

◯Wears Pull-Ups or Diapers ◯Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: 1:1 1:4 1:10 1:20 other _____

(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan

Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE.

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the 'Pre-enrollment Conference' is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, precautionary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: 1:1 1:4 1:10 1:20 other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-455-4700
asabroward.org
Info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:5
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org
Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Hispanic Unity of Florida, Inc.

After school childcare for one (1) child	
Ten Month Fee Per Student	$2,298.48
Registration Fee Per Student	$ 30.00
Total Fee	$2,328.48
After School childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$2,298.48
Ten Month Fee for second (2nd) child	$2,183.55
Registration Fee Per Student ($30 x 2)	$ 60.00
Total Fee	$4,542.03
Before school childcare for one (1) child	
Ten Month Fee Per Student	$ 565.20
Registration Fee Per Student	$ 30.00
Total Fee	$ 595.20
Before school childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$ 565.20
Ten Month Fee for second (2nd) child	$ 536.94
Registration Fee Per Student ($30 x 2)	$ 60.00
Total Fee	$1,162.14

SLIDING SCALE STRUCTURE
Before and/or After School Child Care Services and Summer & Non-School Day Programs

Fees for HUF's before/after school care program are applied using a sliding scale, based upon the family's most recent federal tax return (1040). The term "family" applies to both husband and wife, even if filing separately.

All applicants will be placed in an income category (1 to 3—see chart below) based upon their family's most recent federal tax return. The table below outlines the sliding scale fee and discount structure for the 2019-2020 school year. This information will be updated for the 2020-2021 and 2021-2022 school years.

Income Category	Income	# of children registered (hourly fee per child)			
		1	2	3	4
1	$0 - $9,999	$2.84	$2.69	$1.89	$1.09
2	$10,000-$29,999	$2.94	$2.79	$2.29	$1.79
3	$30,000+	$3.14	$2.99	$2.49	$1.99

HUF is able to provide 10-15 scholarships (reduced fees) at each site and will fund the reduced rates by securing foundation grants and unrestricted funding.

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

Hispanic Unity of Florida, Inc.

Summer Program or Non-School Day childcare for one (1) child

Two Month Fee Per Student (6 weeks, $195/week)	$1,170.00
Registration Fee Per Student	$ 30.00
Total Fee	$1,200.00

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Two Month Fee for first (1st) child	$1,170.00
Two Month Fee for second (2nd) child	$1,115.00
Registration Fee Per Student ($30 x 2)	$ 60.00
Total Fee	$2,341.50

Half (1/2) Day childcare for one (1) child

Two Month Fee Per Student	$ 595.00
Registration Fee Per Student	$ 30.00
Total Fee	$ 615.00

Half (1/2) Day childcare family cost with two (2) students in same school

Two Month Fee for first (1st) child	$ 585.00
Two Month Fee for second (2nd) child	$ 584.25
Registration Fee Per Student	$ 60.00
Total Fee	$1,229.25

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

OIC OF SOUTH FLORIDA, INC.
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
3407 NW 9th Avenue, Suite 100
Oakland Park, Florida 33309

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated April 16, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(k) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(l) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(m) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(n) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, includimg Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER: Newton Sanon, President and CEO
OIC of South Florida, Inc.
3407 NW 9th Avenue, Suite 100
Oakland Park, Florida 33309

With a Copy to: Myra Brown, Division Director of Youth and Families
OIC of South Florida, Inc.
3407 NW 9th Avenue, Suite 100
Oakland Park, Florida 33309

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT

DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department

before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference**. **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: OIC of South Florida, Inc. - RFP FY20-007 (3)
Date: 2019.08.23 07:40:40 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

OIC OF SOUTH FLORIDA, INC.

ATTEST:

By _____

_____, Secretary

Print Name: NEWTON SANON

-or-

Title: PRESIDENT / CEO

_____
Witness

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 1st day of August, 2019 by Newton Sanon of
Name of Person
OIC of South Florida, on behalf of the corporation/agency.
Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification and did/did not first take an oath.
Type of Identification

My Commission Expires:

KARLA CADET
Commission # GG 253094
Expires August 27, 2022
Bonded Thru Budget Notary Services

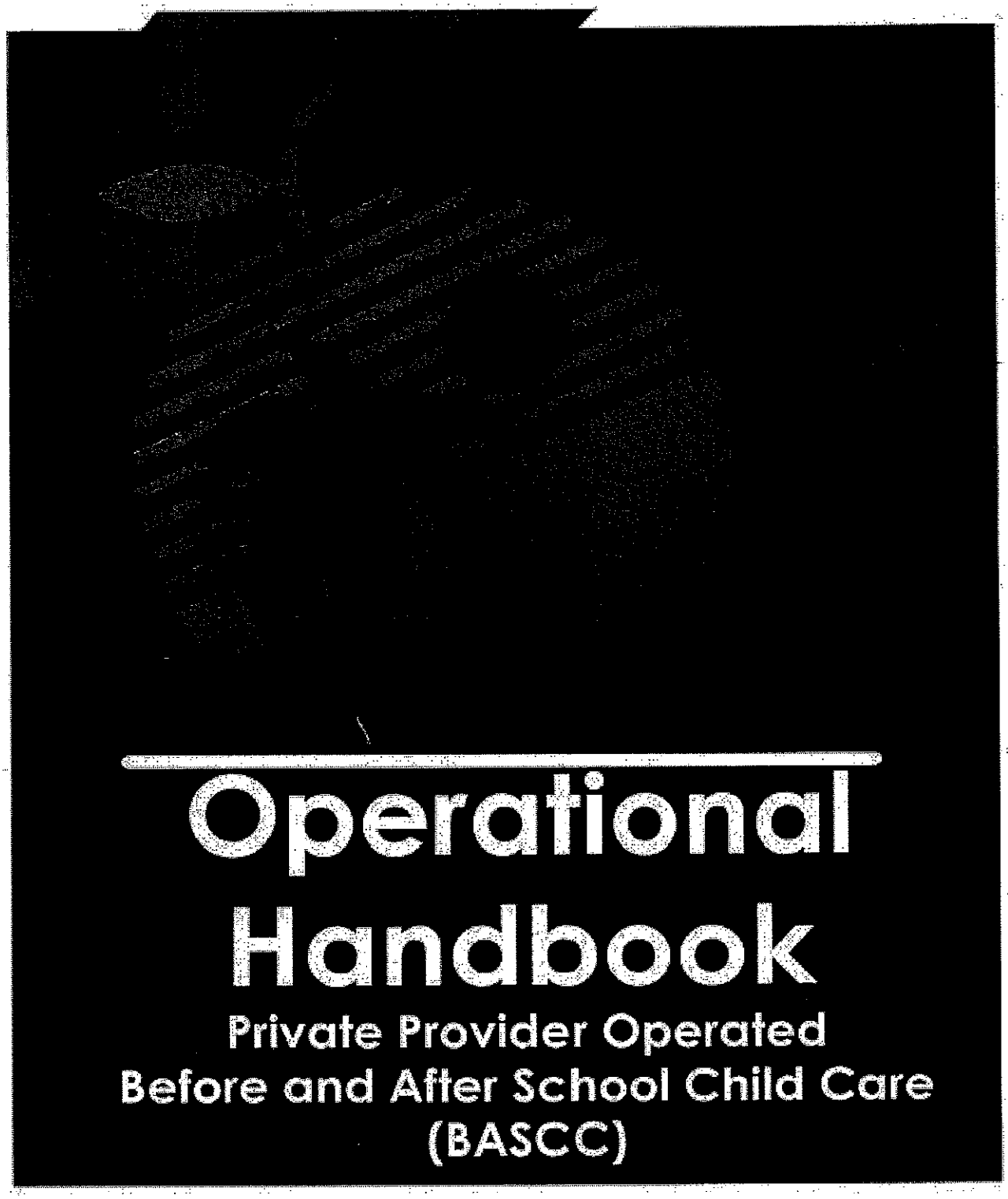
Karla Cadet
Signature – Notary Public

(SEAL)

Karla Cadet
Printed Name of Notary

GG 253094
Notary's Commission No.

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



Overview Page 1

This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://bascbroward.com
Email: bascbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:

   a. The School Board (community school and/or elementary school).

   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.

2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.

3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.

4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.

5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.

6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose:** For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to the Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.).

(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance. PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and Field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County(SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.** ○ **No, I do not agree.**

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operations Handbook
5) All documents provided within the PDMS program provided by BASCC resulting parent/guardian forms.

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.** ○ **No, I do not agree.**

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Elective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "Parent Handbook".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, my child knows how to swim.
◯ No, my child does not know how to swim, however I will complete the swim central form.
◯ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the *"Influenza Virus, The Flu, and A Guide to Parents"*:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I have received. ◯ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School Employees (*please provide a copy of your School Board badge*). Provider Name also has a limited number of scholarships available for families needing assistance.

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.

These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.

I acknowledge receipt of the *"Schedule of Fees"* to be *paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: AB=Absent .5 ≥ 57 & ≤ 112 minutes X= ≤ 57 minutes √ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken.
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFqzPVgBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree...."[15]

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

All persons entering schools, or those who will be in contact with students, must follow security background procedures.

Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (l)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-1; JLIIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. Private Provider shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date:____/____/_____

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ _____
Parent Signature Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

_____	_____	_____
Print Name	Signature	Date

Child Care Supervisor:

_____	_____	_____
Print Name	Signature	Date

Parent or Guardian:

_____	_____	_____
Print Name	Signature	Date

Student:

_____	_____	_____
Print Name	Signature	Date

Other:

_____	_____	_____
Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

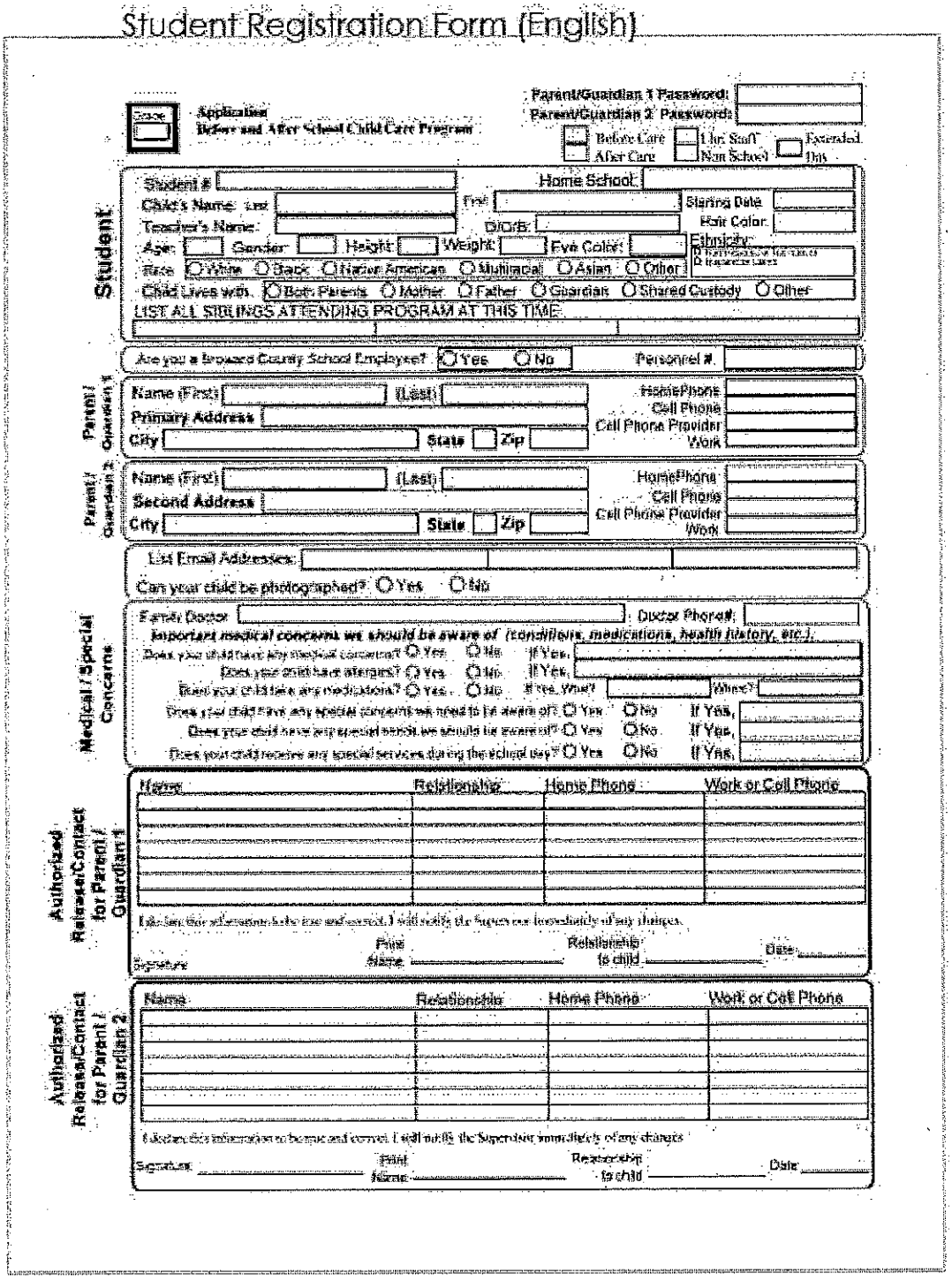
Program Communication Log

School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.



Student Registration Form (English)

Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care — Inc. Staff / Non School — Extended Day

Student

Student #: Home School:
Child's Name: Last: First: Starting Date:
Teacher's Name: DOB: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: White Black Native American Multiracial Asian Other
Child Lives with: Both Parents Mother Father Guardian Shared Custody Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes No Personnel #:

Parent / Guardian 1

Name (First): (Last): HomePhone:
Primary Address: Cell Phone:
City: State: Zip: Cell Phone Provider:
Work:

Parent / Guardian 2

Name (First): (Last): HomePhone:
Second Address: Cell Phone:
City: State: Zip: Cell Phone Provider:
Work:

List Email Addresses:
Can your child be photographed? Yes No

Medical / Special Concerns

Family Doctor: Doctor Phone#:
Important medical concerns we should be aware of (conditions, medications, health history, etc.)
Does your child have any medical concerns? Yes No If Yes,
Does your child have allergies? Yes No If Yes,
Does your child take any medications? Yes No If Yes, What? Where?
Does your child have any special concerns we need to be aware of? Yes No If Yes,
Does your child have any special needs we should be aware of? Yes No If Yes,
Does your child receive any special services during the school day? Yes No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Group:_____ On-Site Supervisor(s):_____

School Name:_____ Signature:_____

Attendance Period:_____ Date:_____

	Student's Name	Grade Level	Day																				Receipt No(Optional)	Comments	
1																									1
2																									2
3																									3
4																									4
5																									5
6																									6
7																									7
8																									8
9																									9
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24																									24

E = Enter W = Withdrew R = Re-entered X = Absent / = Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: ____/____/____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care Department would like to acknowledge the Indiana After School Association (IASA) "Standards of Quality Care" as the primary reference in development of our "Quality Standards" [illegible]

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

Page 7

Signed Name: _____

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

The [illegible] Child Care [illegible] is protected under the [illegible] Intellectual Property Association (NAA). Reproduction of this [illegible] by Users in the printed version of [illegible] "Child Care Checklist" [illegible] Company. [illegible] Public Domain.

School Name: _____

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)
ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
iii) Current First Aid (at least two staff on site at all times)
iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer using collaborative groupings, changing the level of difficulty, oral versus written techniques)

Comments:

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (Private Provider Programs only)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 5/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:



16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, *etc.*)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)
ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
iii) Current First Aid (at least two staff on site at all times)
iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Halmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E3I_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms noted with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g_____The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19a _____A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)_____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)_____Parent sign out records, completed in PDMS (aftercare)
iii)_____Parent sign in records, completed in PDMS (before care)
iv)_____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)_____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)_____Behavior management
ii)_____Non-payment of fees
iii)_____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of *Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting*, in their personnel file.

vi)_____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c___Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e___Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



2019/2020

The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"

Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.

Yes **Sometimes** **No**



6. I like the choices I am given for outside activities.

Yes **Sometimes** **No**



7. I feel safe when I am here.

Yes **Sometimes** **No**



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBD_EXHB_StaffDevelopmentLog 2014-15
05_14

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(24-hour Emergency Contact)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date | First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date | First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from **front desk.**
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport | Hospital City

Hospital Address | Hospital Zip Code

Fire

- **Pull fire alarm/Contact Fire Department via 911**
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. Jones- CLEAR - Mr. Jones*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. -- Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff."

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

_____ and/or _____

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

_____

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3888	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. - 1:10 for pre-school and pre-kindergarten students - 1:20 for Kindergarten through 5th grade - 1:25 for 6th grade through 12th grade - Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group - 1:10 for field trips. This is verified by the staff schedule. - Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: ☐ Two staff with current CPR and First Aid training ☐ All staff with SBBC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training ☐ One staff member at the program trained in medication dispensing ☐ All SBD supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellance

Assessor's Signature _____ Date: _____

Print Date: 12/21/2019

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-05 Panel by the school PAT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgelstuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object

Type

- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed

☐ Other

Description of Accident:

_____

_____

_____

Treatment (Check all that apply): ○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?
754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No.

Witness: _____ Signature _____ Date

Parent: _____ Signature _____ Date

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. BSO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student: e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics:

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be released by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medications, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:
- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two empirically labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ Date of Birth: _____ Grade: _____
School: _____ Phone #: _____ Fax#: _____

Diagnosis: _____ Allergies: _____
TREATMENTS DURING SCHOOL HOURS
Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special: _____			
Suctioning	☐ Oropharynx			
	☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement			
	☐ Care (Cleaning)			
CPT				
Oxygen /Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform: _____

List any limitations / precautionary measures that should be considered, e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student, e.g. allergy triggers, diabetic reactions, etc.): _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____-20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

[redacted]	[redacted]	[redacted]	[redacted]	
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/2017 1

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies: _____

Doctor: _____ Phone #: _____ Fax #: _____ Rm/Rm Teacher: _____

Special Instructions: _____ Side Effects: _____ Diagnosis: _____

Month/Year: _____

MEDICATION

NAME

DOSAGE

TIME TO BE GIVEN

ROUTE

* Record the amount of medication received (i.e. # of pills, amount of cream, etc.) each time a dose is given in the "Notes" Section on the Reverse
* Record Time Medication was given (or Reason not given) and Initials in the appropriate boxes
* If medication is not given, please use one of the following Abbreviations to indicate the reason why:

A-absent C-out of medication F-field trip D-discontinued R-refused DW-dose wasted EE-early release day V-vacation/school closed O-Other and Provide explanation in the "Notes" Section on the Reverse side

Date																					
AM																					
Initials																					
PM																					
Initials																					
AM																					
Initials																					
PM																					
Initials																					
AM																					
Initials																					
PM																					
Initials																					
AM																					
Initials																					
PM																					
Initials																					

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/03

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET – REP FY20-07

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-009
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

May 06, 2020

School District _____ City/County _____ Name of Provider _____

Specific Need	Dates	Number of Children	Number of Rooms Needed	Security Guard required by school	Day(s) of operation for contract	Cost
School Year Offerings to include Early Release						All provider programs $75.00 per day Contract amount not applicable per day for all programs and depends on the number of students the program is serving
Holidays (Closed to county)						All provider programs $75.00 per day for Rooms utilized. Contract amount not applicable per day for all programs and depends on the number of students the program is serving
Winter Break (Holidays Closed Days – District Closed)						All provider programs $75.00 per day Contract amount not applicable per day for all programs and depends on the number of students the program is serving
Spring Break (Holidays Closed Days - District Closed)						All provider programs $75.00 per day Contract amount not applicable per day for all programs and depends on the number of students the program is serving
Teacher Planning Day						Not applicable per day not applicable per day for all providers and will be closing for said periods as the number of students the program is serving
Summer Camp						All provider programs $75.00 per day for Rooms utilized. Contract amount not applicable per day for all programs and depends on the number of students the program is serving
Time						
Daily						
Deposit						
Early/Closing Closure (District Closed)						All provider programs $75.00 per day for Rooms utilized. Contract amount not applicable per day for all programs and depends on the number of students the program is serving
Charter Company entered into Partnership (Name of the Charter Company)						

Principal's Signature _____ Date _____ OEO: ☐ Approved ☐ Not Approved OEO Representative Signature _____ Date _____

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP FY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All student's registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, voluchered students, and students with special needs receiving services under the RFP FY20-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Section D Financial Section Page 185

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SDBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form. Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BA&CC Bathrooms Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter pickers.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs at desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BA&CC Bathrooms
	* Same cleaning as before BA&CC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

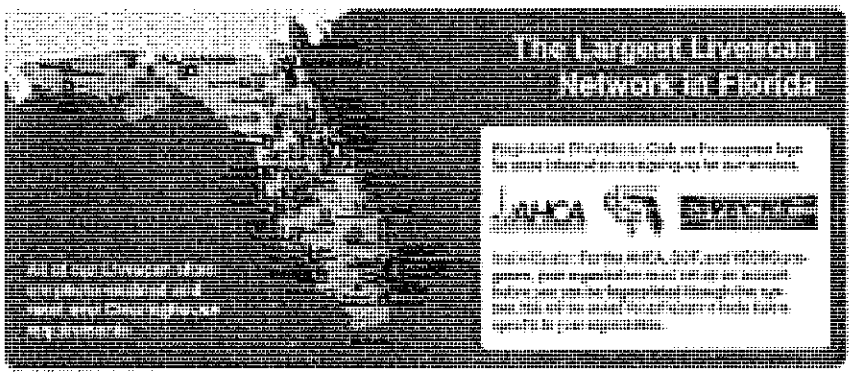
Section E Employment Information Page 190

FieldPrint Inc. Information

fieldprint

Already have an appointment? Login

Fieldprint® Fingerprinting
Serving Florida



Fieldprint's fingerprinting process is quick, easy and convenient!

1 Schedule Your Visit

Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment

Visit our professional collection location and have your fingerprints scanned electronically.

3 Get Results Fast!

We submit your fingerprints to the state electronically, so your results are returned quickly.

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
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- ✓ Fast, professional fingerprint collections

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» Set Up An Account

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Applicants - Get started today! It's easy to schedule an appointment.

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Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ◯Yes ◯No

If no to the above, is the student being considered for testing? ◯Yes ◯No

If yes, will you provide a copy of the plan? ◯Yes ◯No

Please check the special education services received at school:

◯Full-time ◯Cluster Class

◯Part-time ◯Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐Autism Spectrum Disorder	☐Gifted	☐Specific Learning Disabled
☐Deaf or Hard of Hearing	☐Language Impaired	☐Speech Impaired
☐Developmentally Delayed (Age 0-5)	☐Occupational Therapy	☐Trainable Mentally Handicapped
☐Dual-Sensory Impaired	☐Orthopedically Impaired	☐Traumatic Brain Injured
☐Educable Mentally Handicapped	☐Other Health Impaired	☐Visually Impaired
☐Emotional/Behavioral Disabilities	☐Physical Therapy	☐Diabetic
☐Established Conditions (Age 0-2)	☐Profoundly Mentally Handicapped	☐Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯Yes ◯No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ◯Independently ◯Needs Partial Assistance ◯Wears Pull-Ups or Diapers ◯Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: 1:1 1:4 1:10 1:20 other _____
(Not all programs provide these ratios)

I agree to release the information from my child/dependent's IEP (Individualized Education Program) or 504 Plan
Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.

- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.

- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.

- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.

- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and /or after school provider, if the student's behaviors are beyond our staff's ability to control.

- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: 1:1 1:4 1:10 1:20 other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
Info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org

Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

OIC of South Florida, Inc.

<u>After school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>After School childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>Before school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>Before school childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

OIC of South Florida, Inc.

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	No Charge
Three Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	No Charge
Three Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

SAMUEL M. AND HELENE SOREF, JEWISH COMMUNITY CENTER, INC.
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
6501 West Sunrise Boulevard
Fort Lauderdale, Florida 33313

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated March 25, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) The Provider's sliding scale fee (**Attachment B**) shall be the same for all sites.

(k) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(l) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(m) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(n) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(o) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER:	Donald Graw, Executive Director Samuel M. and Helene Soref, Jewish Community Center, Inc. 6501 West Sunrise Boulevard Fort Lauderdale, Florida 33313
With a Copy to:	Nancy Tillman, Director of Elementary Services Samuel M. and Helene Soref, Jewish Community Center, Inc. 6501 West Sunrise Boulevard Fort Lauderdale, Florida 33313

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT

DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any

required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference**. **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Samuel M. and Helene Soref, Jewish Community Center, Inc. (2)
Date: 2019.08.23 07:47:33 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

ATTEST:

SAMUEL M. AND HELENE SOREF, JEWISH COMMUNITY CENTER, INC.

By _____

Print Name: Donald Graw

Title: CEO

_____, Secretary

-or-

Witness

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 1st day of August, 2019 by Donald Graw of
Name of Person

Samuel M. & Helene Soref Jewish Community Center Inc., on behalf of the corporation/agency.
Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification and did/did not first take an oath.
Type of Identification

My Commission Expires:

Nancy A. Tillman
Signature – Notary Public

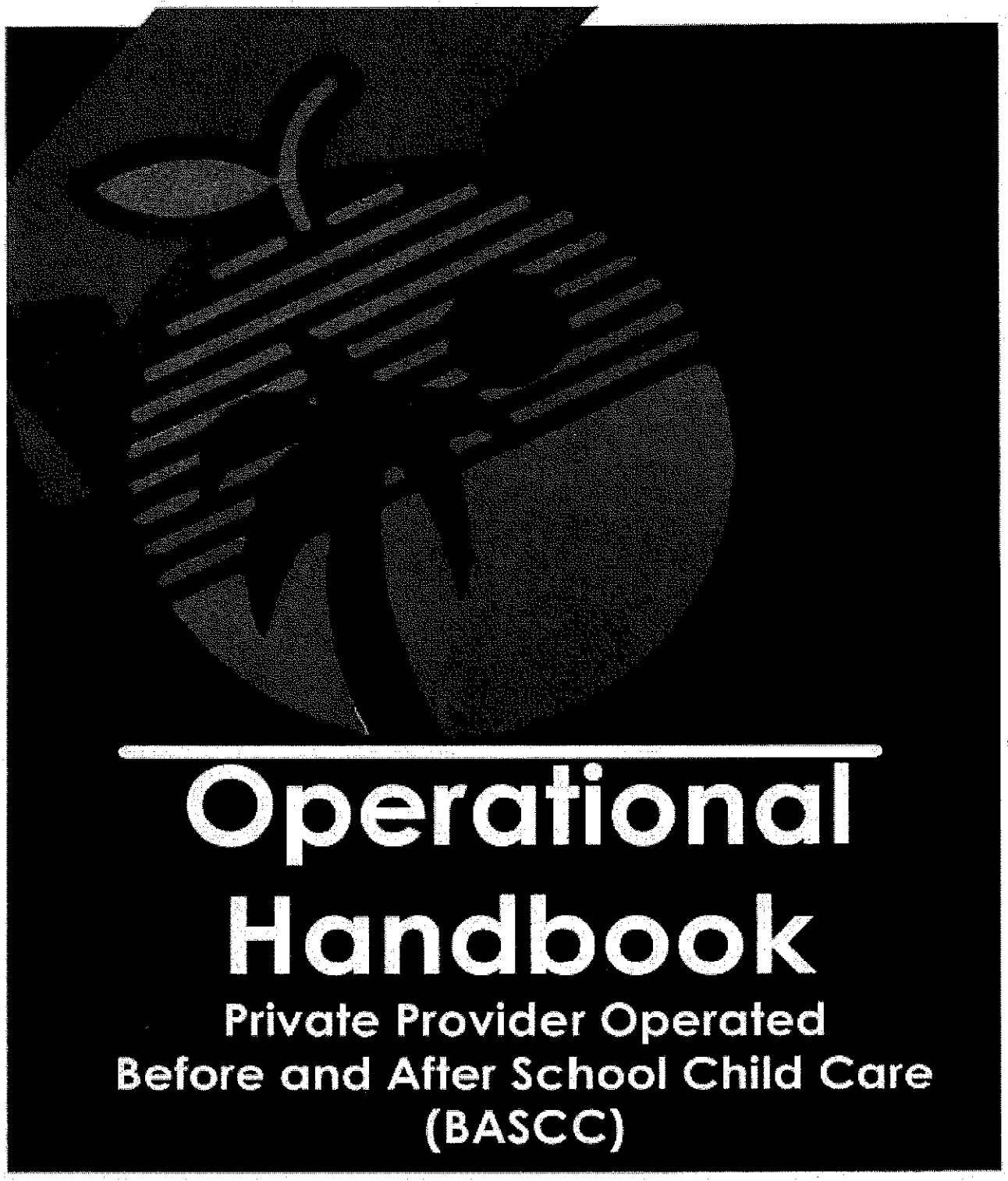
Nancy A. Tillman
Printed Name of Notary

(SEAL)

GG 324630
Notary's Commission No.

Notary Public State of Florida
Nancy A Tillman
My Commission GG 324630
Expires 04/17/2023

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:

   a. The School Board (community school and/or elementary school).

   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.

2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.

3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.

4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.

5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.

6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose**: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.
2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.
3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to the Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.).
(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ **Yes, I agree.** ○ **No, I do not agree.**

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and Field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ **Yes, I agree.** ○ **No, I do not agree.**

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ **Yes, I agree.** ○ **No, I do not agree.**

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County(SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signature.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Section A Program Information Page 12

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.**

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Efective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.**

Parent Handbook

I acknowledge that I have received a copy of Provider Name "*Parent Handbook*".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.**

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, my child knows how to swim.**
◯ **No, my child does not know how to swim, however I will complete the swim central form.**
◯ **No, I will not complete the swim central form.**

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the "*Influenza Virus, The Flu, and A Guide to Parents*":

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I have received.** ◯ **No, I have not received.**

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School employees. *(please provide a copy of your School Board badge).* Provider Name *also has a limited number of scholarships available for families needing* assistance.

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.

These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.

I acknowledge receipt of the *"Schedule of Fees" to be paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.** ○ **No, I do not agree.**

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: AB=Absent .5 ≥ 57 & ≤ 112 minutes X = ≤ 57 minutes \ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFqzPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent Into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-4; JLIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-1: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. *Private Provider* shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, *Awardee* shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date: ____/____/_____

_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ Parent Signature	_____ Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

_____	_____	_____
Print Name	Signature	Date

Child Care Supervisor:

_____	_____	_____
Print Name	Signature	Date

Parent or Guardian:

_____	_____	_____
Print Name	Signature	Date

Student:

_____	_____	_____
Print Name	Signature	Date

Other:

_____	_____	_____
Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

Program Communication Log

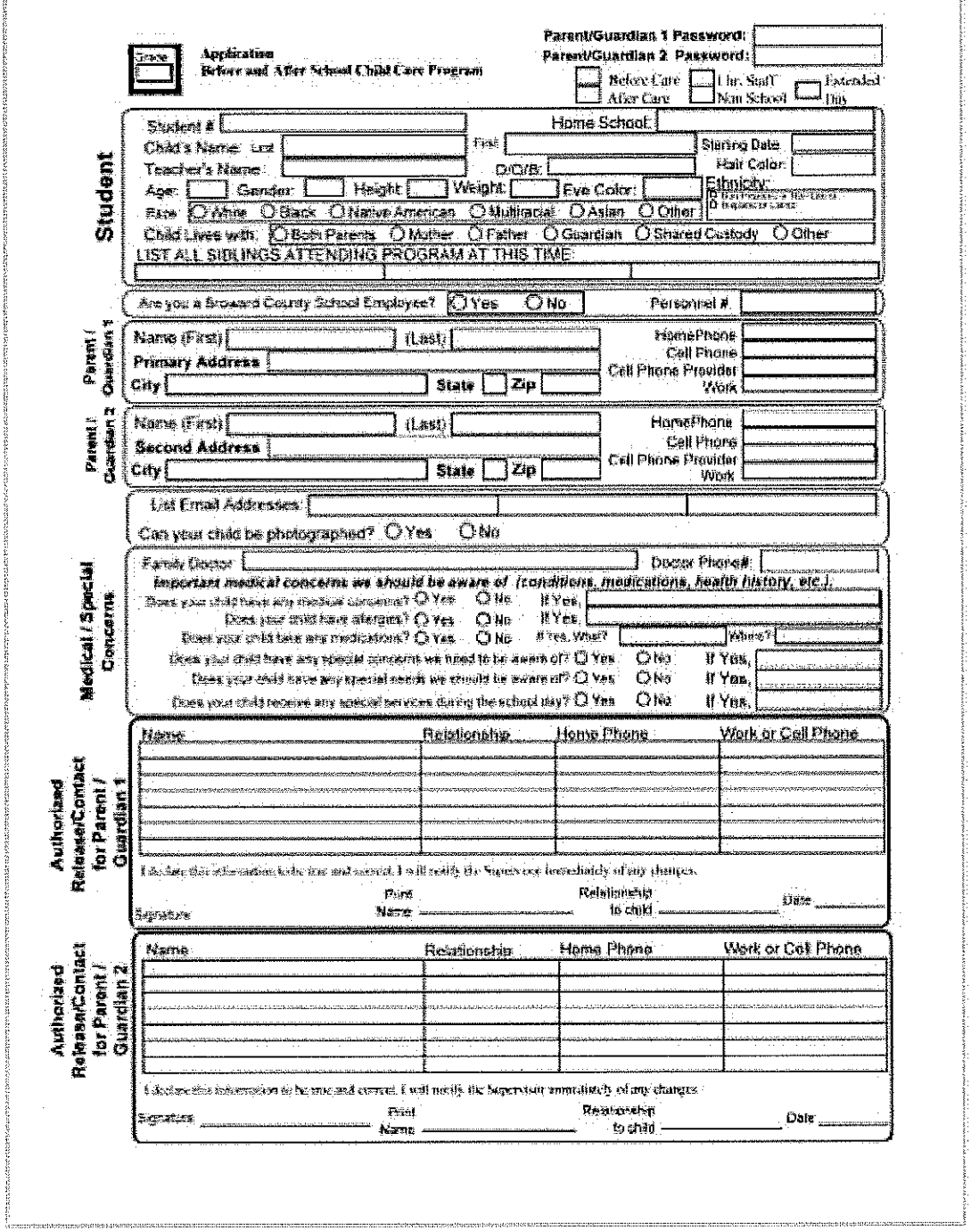
School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.

Student Registration Form (English)



Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care — Lite Staff / Non School — Extended Day

Student

Student #: Home School:
Child's Name: Last: First: Starting Date:
Teacher's Name: D/O/B: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: ○ White ○ Black ○ Native American ○ Multiracial ○ Asian ○ Other
Child Lives with: ○ Both Parents ○ Mother ○ Father ○ Guardian ○ Shared Custody ○ Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? ○ Yes ○ No Personnel #:

Parent / Guardian 1

Name (First): (Last): HomePhone
Primary Address: Cell Phone
City: State: Zip: Cell Phone Provider
Work

Parent / Guardian 2

Name (First): (Last): HomePhone
Second Address: Cell Phone
City: State: Zip: Cell Phone Provider
Work

List Email Addresses:
Can your child be photographed? ○ Yes ○ No

Medical / Special Concerns

Family Doctor: Doctor Phone#:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any medical concerns? ○ Yes ○ No If Yes,
Does your child have allergies? ○ Yes ○ No If Yes,
Does your child take any medications? ○ Yes ○ No If Yes, What? Where?
Does your child have any special concerns we need to be aware of? ○ Yes ○ No If Yes,
Does your child have any special needs we should be aware of? ○ Yes ○ No If Yes,
Does your child receive any special services during the school day? ○ Yes ○ No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Group: _____ On Site Supervisor(s): _____

School Name: _____ Signature: _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																		Receipt No(Optional)	Comments	
1																							1
2																							2
3																							3
4																							4
5																							5
6																							6
7																							7
8																							8
9																							9
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23																							23
24																							24

E = Enter W= Withdrew R= Received A= Absent P=Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a **"2"** or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled	
Number of Students Present	
Approximate number of daily staff	

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care (BASCC) department would like to acknowledge the National After School Association (NAA) "Standards of Quality Care" as the primary reference for development of our "Quality Standards" 4 = Exemplary 3 = Skilled Practice 2 = Needs Work 1 = Priority Area

School Name _____ 7/2/2018 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)

ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)

iii) Current First Aid (at least two staff on site at all times)

iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)

v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training

vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidance and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices, as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

	Classifications
2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

	Classifications
3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible] 7/2/2019

School Name _____ Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

School Name _____

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in EPDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavlan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

[illegible] 4=Company 3=Individual 2=Needs Work 1=Priority Area

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
    i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
    ii) Lockdown Drills –must be conducted monthly beginning in August and ending in June
    iii) Tornado Drills – twice per year. Completed by the last school days of October and March
    iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and Incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students: ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)
ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
iii) Current First Aid (at least two staff on site at all times)
iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/29/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____ Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g _____ The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____ The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19c _____ A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)_____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____ Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____ Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting, in their personnel file.

vi)____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



2019/2020

The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"

Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



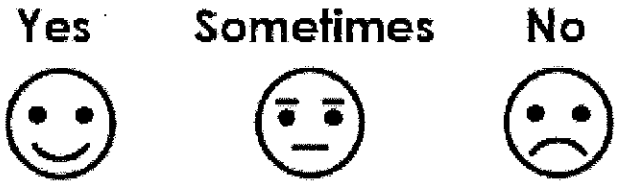
5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.

Yes **Sometimes** **No**



6. I like the choices I am given for outside activities.

Yes **Sometimes** **No**



7. I feel safe when I am here.

Yes **Sometimes** **No**



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SWI_EXHD_StaffDevelopmentLog 2014-15
08_13

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(*24-hour Emergency Contact)*

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date | First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date | First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from **front desk.**
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport _____ Hospital City _____

Hospital Address _____ Hospital Zip Code _____

Fire

- **Pull fire alarm**/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James- CLEAR - Mr. James.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. -- Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

and/or

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ○ allergies ○ medical needs ○ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. - 1:10 for pre-school and pre-kindergarten students - 1:20 for Kindergarten through 5th grade - 1:25 for 6th grade through 12th grade - Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group - 1:10 for field trips. This is verified by the staff schedule. - Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: - Two staff with current CPR and First Aid training - All staff with SBBC Anti-Bullying training and Department of Children and Families' Child Abuse and Neglect Training - One staff member at the program trained in medication dispensing - All SBO supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-08 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

Type

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgie/stuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object
- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed
- ☐ Other

Description of Accident:

_____

_____

_____

_____

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?
754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. BSO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medications at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:

- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Diagnosis: _____ **Allergies:** _____
TREATMENTS DURING SCHOOL HOURS
Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx			
	☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement			
	☐ Care (Cleaning)			
CPT				
Oxygen /Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered; e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specify: _____

_____ _____
Physician's Name (Printed) **Physician's Signature**

_____ _____
Physician's Telephone & Fax Numbers

_____ _____
Physician's Office Address **Date Completed**

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

_____ _____
Parent / Guardian Name (Printed) Signature of Parent / Guardian

_____ _____ _____
Date Signed Home Phone Number Work/Cell Phone Number (Include Ext. if any)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Grades K-12

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

This Form is VOID if Altered

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____-20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Medication to be Administered by Mouth	Dosage and Time	Symptoms	Comments	Expiration Date of Medication
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation.	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamidrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev.03/2017

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

Rev. 03/2017

2

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies _____

Doctor: _____ Phone # _____ Fax #: _____ Diagnosis: _____

Special Instructions: _____ Side Effects: _____ Month/Year: _____

MEDICATION

NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

- Record the amount of Medication received (i.e. # of pills, amount of liquid) with each initial receipt in the "Notes" Section on the Reverse
- Record Time Medication was given (or Reason not given) and Initials in the appropriate boxes
- If medication is not given, please use one of the following abbreviations to indicate the reason why:

A-absent O-out of medication T-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date→																			
AM																			
Initials																			
PM																			
Initials																			
AM																			
Initials																			
PM																			
Initials																			
AM																			
Initials																			
PM																			
Initials																			
AM																			
Initials																			
PM																			
Initials																			

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev 05/03

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET - RFP FY20-007

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP EY20-007
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of School _____ Date Submitted _____ Name of Provider _____

Specific Need	Dates	Number of Children	Number of Rooms Needed	Security Guard required by school?	Time(s) of operation (hr. required)	Cost
School Year (180 days to include Early Release)						All provider programs $75.00 per 180 days. Consumable items may apply per day to all programs and depends on the number of students the program is serving.
Holidays (Days site is closed)						All provider programs $75.00 per day the District is closed. Consumable items may apply per day to all programs, and depends on the number of students the program is serving.
Winter Break (Dec. 24th - Jan. 1st) Extra Days – Desired Open						All provider programs $75.00 per day District is closed. Consumable items may apply per day to all programs and depends on the number of students the program is serving.
Spring Break (Dates to be Given) Extra Days – Desired Open						All provider programs $75.00 per day District is closed. Consumable items may apply per day to all programs, and depends on the number of students the program is serving.
Teacher Planning Days						Consumable items may apply per day to all programs on Teacher Planning Days and depends on the number of students the program is serving.
Summer Camp*						All provider programs $75.00 per session for one week (5 days). Consumable items may apply per day to all programs, and depends on the number of students the program is serving.
June						
July*						
August						
Portable Building Relocation (Days site is Closed)						All provider programs $75.00 per day District is closed. Consumable items may apply per day to all programs, and depends on the number of students the program is serving.
*Summer Camp is not held every Summer (Alternate 3rd of July or unscheduled holiday						

Principal's Signature _____ Date _____ OSO ☐ Approved ☐ Not approved OSO Representative Signature _____ Date _____

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP PY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP PY20-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SUBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

_____ _____

Type name of Provider Representative who completed this form Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms
	Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	• Pick up and empty trash using rubber gloves and litter pickers.
	• Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	• Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	• Put chairs at desks.
	• Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	• Pick up and empty trash using lobby pan, lobby broom and gloves.
	• Stack chairs in an area agreed upon by the facility.
	• Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	• Wipe tables using rubber gloves and cleaning solution provided by the facility.
	• Pick up trash using lobby pan, lobby broom and gloves.
	• Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	• Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments:_____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

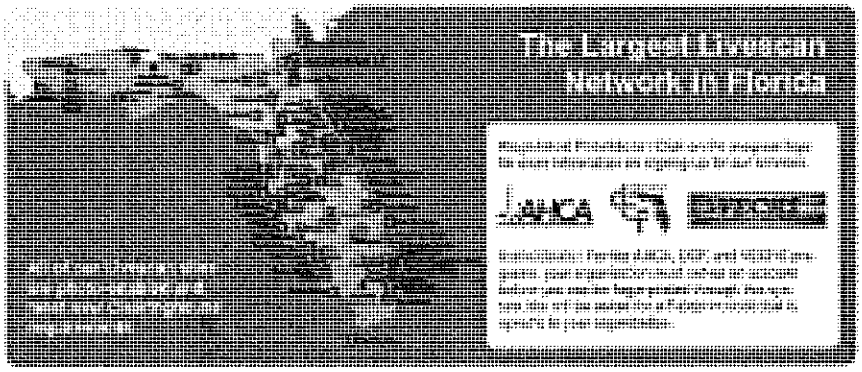
Section E Employment Information Page 190

FieldPrint Inc. Information

fieldprint

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Fieldprint's fingerprinting process is quick, easy and convenient!

1 Schedule Your Visit
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment
Visit our professional collection location and have your fingerprints scanned electronically.

3 Get Results Fast!
We submit your fingerprints to the state electronically, so your results are returned quickly.

Simple. Safe. Secure.

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Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? Yes No

If no to the above, is the student being considered for testing? Yes No

If yes, will you provide a copy of the plan? Yes No

Please check the special education services received at school:

Full-time Cluster Class

Part-time Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

Autism Spectrum Disorder	Gifted	Specific Learning Disabled
Deaf or Hard of Hearing	Language Impaired	Speech Impaired
Developmentally Delayed (Age 0-5)	Occupational Therapy	Trainable Mentally Handicapped
Dual-Sensory Impaired	Orthopedically Impaired	Traumatic Brain Injured
Educable Mentally Handicapped	Other Health Impaired	Visually Impaired
Emotional/Behavioral Disabilities	Physical Therapy	Diabetic
Established Conditions (Age 0-2)	Profoundly Mentally Handicapped	Other

Please list any secondary diagnosis: _____

_____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? Yes No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress: Independently Needs Partial Assistance Needs Total Assistance

Use the Bathroom: Independently Needs Partial Assistance

Wears Pull-Ups or Diapers Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? Yes Sometimes No

Has the student been included in a 1:20 staff to child ratio? Yes Sometimes No

Does the student need assistance to participate in activities? Yes Sometimes No

Does the student play with toys appropriately? Yes Sometimes No

Does the student requires 1:1 care? Yes No

If yes, please explain: _____

Does the student receive public school transportation? Yes No

Has the student ever required physical restraint? Yes No

Has the student ever become aggressive towards others? Yes Sometimes No

Does the student run away from a group or designated area? Yes Sometimes No

Would the student attempt to hide? Yes No

Do the student's siblings attend the program? Yes No

Does the student have seizures? Yes No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: 1:1 1:4 1:10 1:20 other _____
(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan
Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE.

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and /or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: 1:1 1:4 1:10 1:20 other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org

Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Samuel M. and Helene Soref, Jewish Community Center, Inc.

<u>After school childcare for one (1) child</u>	
Ten Month Fee Per Student	$2,327.00
Registration Fee Per Student	$ 36.00
Total Fee	$2,363.00
<u>After School childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	$2,327.00
Ten Month Fee for second (2nd) child	$2,211.00
Registration Fee Per Student	$ 36.00
Total Fee	$4,574.00
<u>Before school childcare for one (1) child</u>	
Ten Month Fee Per Student	$1,144.00
Registration Fee Per Student	$ 36.00
Total Fee	$1,180.00
<u>Before school childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	$1,144.00
Ten Month Fee for second (2nd) child	$1,087.00
Registration Fee Per Student	$ 36.00
Total Fee	$2,267.00

Sliding Scale Structure

The JCC will adhere to a specific sliding scale plan that is the same for all after school sites, excluding the chart which is a requirement of the Children's Services Council grants.

The sliding scale used by the JCC will be as follows:

	Number of Family Members in Household				
Scholarship Level	Annual discount rate/student	2	3	4	5+
50%	$988	$18,000 or below	$22,000 or below	$26,000 or below	$30,000 or below
25%	$1,482	$22,000 or below	$26,000 or below	$30,000 or below	$34,000 or below

The JCC will provide scholarships at each non-CSC site in the amount not to exceed 12% of each site's enrollment. For instance, a site with 100 students enrolled will provide up to 12 scholarships.

The JCC will always consider very special circumstances on an as needed basis.

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

Samuel M. and Helene Soref, Jewish Community Center, Inc.

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	$1,584.00
Registration Fee Per Student	$ 36.00
Total Fee	$1,620.00

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$1,584.00
Three Month Fee for second (2nd) child	$1,505.00
Registration Fee Per Student	$ 36.00
Total Fee	$3,125.00

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	$ 792.00
Registration Fee Per Student	$ 36.00
Total Fee	$ 828.00

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$ 792.00
Three Month Fee for second (2nd) child	$ 752.00
Registration Fee Per Student	$ 36.00
Total Fee	$1,580.00

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

SOUTH BROWARD HOSPITAL DISTRICT
D/B/A MEMORIAL HEALTHCARE SYSTEM
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
3501 Johnson Street
Hollywood, Florida 33021

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated April 12, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) The Provider's sliding scale fee (**Attachment B**) shall be the same for all sites.

(k) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(l) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(m) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(n) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(o) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

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MEMORIAL HEALTHCARE SYSTEM

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A.**

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A)**
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A)**

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

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(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER:

Timothy G. Curtin,
Administrative Director, Community Youth Services
South Broward Hospital District
d/b/a Memorial Healthcare System
7031 Taft Street
Hollywood, Florida 33024

With a Copy to:

Marilyn Camerota,
Director, Community Youth Services
South Broward Hospital District
d/b/a Memorial Healthcare System
7031 Taft Street
Hollywood, Florida 33024

With a Copy to:

Jodi Pearl,
Grants Coordinator
South Broward Hospital District
d/b/a Memorial Healthcare System
3111 Stirling Road
Fort Lauderdale, Florida 33312

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records

disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference**. **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

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MEMORIAL HEALTHCARE SYSTEM

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.



FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: South Broward Hospital District d/b/a Memorial Healthcare System- RFP FY20-007 (2)
Date: 2019.08.27 08:41:04 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

APPROVED AS TO LEGAL FORM
MEMORIAL HEALTHCARE SYSTEM

FOR PROVIDER:

(Corporate Seal)

ATTEST:

SOUTH BROWARD HOSPITAL DISTRICT
D/B/A MEMORIAL HEALTHCARE SYSTEM

By _____

Print Name: Aurelio M. Fernandez, III

Title: President and CEO

_____, Secretary

-or-

Barbara Goas
Witness

K. Kellhanjian
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 5th day of August, 2019 by Aurelio M. Fernandez, III of South Broward Hospital District d/b/a Memorial Healthcare System, on behalf of the corporation/agency.

Name of Person

Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification and did/did not first take an oath.

Type of Identification

My Commission Expires:

(SEAL)

BARBARA E. GOAS
MY COMMISSION EXPIRES AUGUST 3, 2023
#GG 348461
Notary Public Underwriters
NOTARY PUBLIC, STATE OF FLORIDA

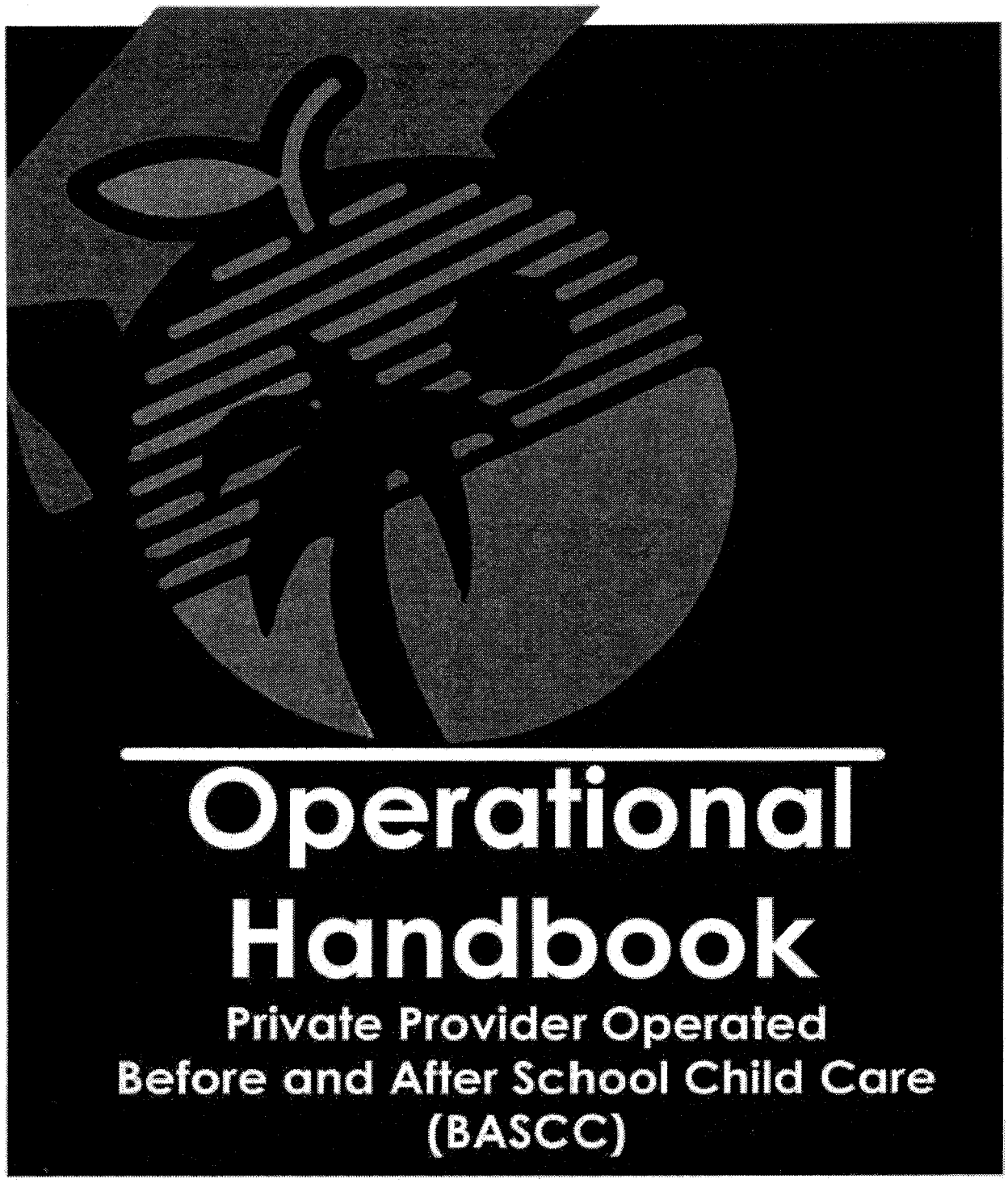
Barbara A. Goas
Signature – Notary Public

Barbara E. Goas
Printed Name of Notary

GG 348461
Notary's Commission No.

APPROVED AS TO LEGAL FORM
MEMORIAL HEALTHCARE SYSTEM

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



Overview Page 1

This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:

   a. The School Board (community school and/or elementary school).

   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.

2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.

3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.

4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.

5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.

6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: F.S. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose**: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to the Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores,).

(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and Field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County(SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○Yes, I agree. ○No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures

Parent/Guardian 1 Signature: _____ Date: _____

○Yes, I agree. ○No, I do not agree.

Section A Program Information Page 12

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in **6** grade or higher and **12** years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Efective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities I an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.**

Parent Handbook

I acknowledge that I have received a copy of Provider Name "*Parent Handbook*".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ **Yes, I agree.**

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, my child knows how to swim.**
◯ **No, my child does not know how to swim, however I will complete the swim central form.**
◯ **No, I will not complete the swim central form.**

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the *"Influenza Virus, The Flu, and A Guide to Parents"*:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I have received.** ◯ **No, I have not received.**

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ **Yes, I agree.** ◯ **No, I do not agree.**

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School employees (*please provide a copy of your School Board badge*). Provider Name also has a limited number of scholarships available for families needing assistance.

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.

These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits at your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.

I acknowledge receipt of the *"Schedule of Fees" to be paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: AB=Absent .5 ≥ 57 & ≤ 112 minutes X = ≤ 57 minutes √ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
    - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
    - Examples include:
        - Girl Scouts/Boy Scouts
        - School chorus/drama clubs/reading camp
        - Sports/dance/gymnastics offered by an outside vendor
        - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
    - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
    - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFazPVgBYz3CE6z0
    - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
    - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-I; JLIIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. *Private Provider* shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, *Awardee* shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date:____/____/_____

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ _____
Parent Signature Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

Print Name	Signature	Date

Child Care Supervisor:

Print Name	Signature	Date

Parent or Guardian:

Print Name	Signature	Date

Student:

Print Name	Signature	Date

Other:

Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

Program Communication Log

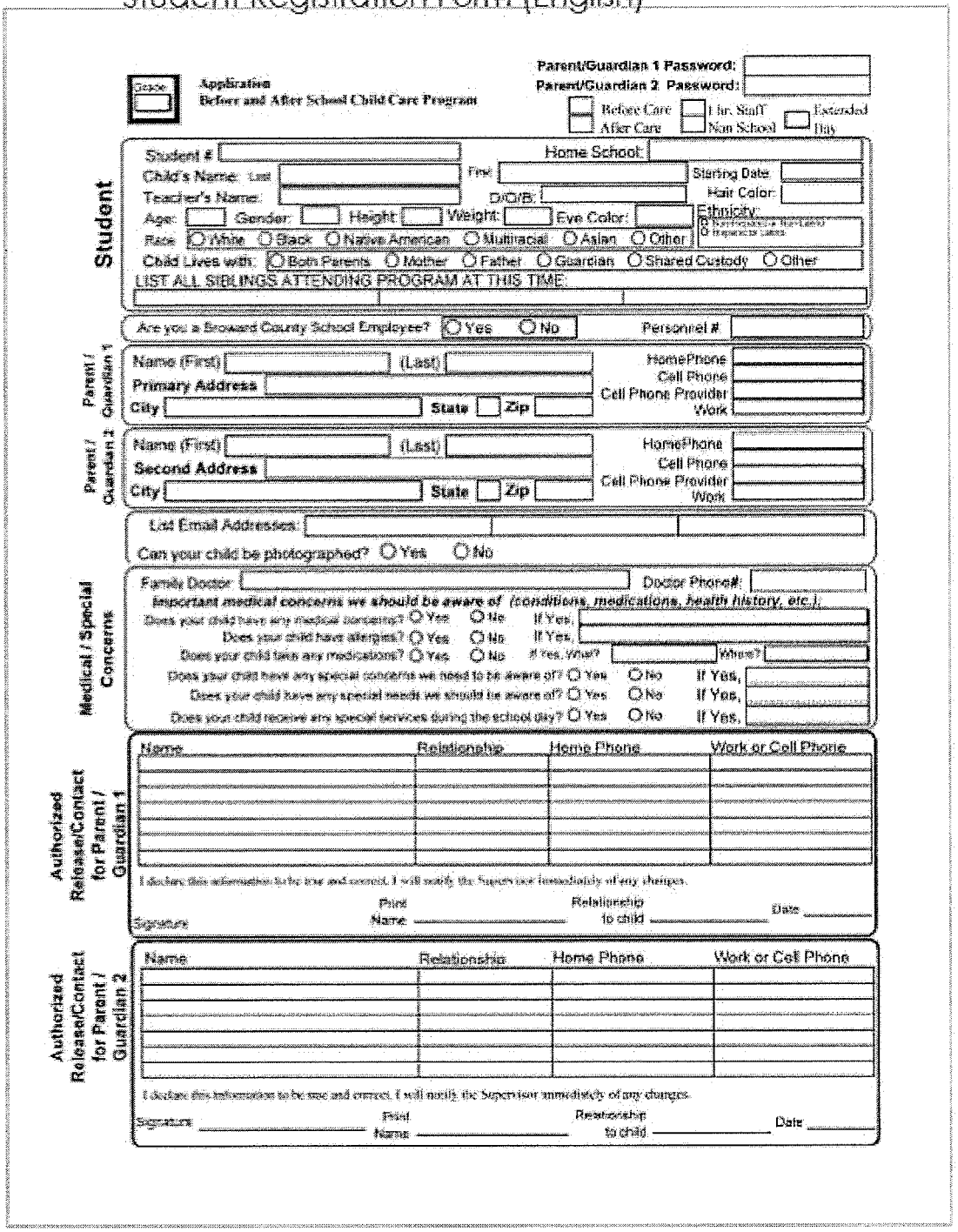
School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.

Student Registration Form (English)



Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care — Fin. Staff / Non School — Extended Day

Student

Student #: Home School:
Child's Name: Last: First: Starting Date:
Teacher's Name: D/O/B: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: White Black Native American Multiracial Asian Other
Child Lives with: Both Parents Mother Father Guardian Shared Custody Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes No Personnel #

Parent / Guardian 1

Name (First): (Last): HomePhone
Primary Address: Cell Phone
City: State: Zip: Cell Phone Provider
Work

Parent / Guardian 2

Name (First): (Last): HomePhone
Second Address: Cell Phone
City: State: Zip: Cell Phone Provider
Work

List Email Addresses:
Can your child be photographed? Yes No

Medical / Special Concerns

Family Doctor: Doctor Phone#:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any medical concerns? Yes No If Yes,
Does your child have allergies? Yes No If Yes,
Does your child take any medications? Yes No If Yes, What? Where?
Does your child have any special concerns we need to be aware of? Yes No If Yes,
Does your child have any special needs we should be aware of? Yes No If Yes,
Does your child receive any special services during the school day? Yes No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.

Signature Print Name Relationship to child Date

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.

Signature Print Name Relationship to child Date

Attendance Roster

For emergency use only

Group: _____ On Site Supervisor(s): _____

School Name: _____ Signature: _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																				Receipt No(Optional)	Comments	
1																									1
2																									2
3																									3
4																									4
5																									5
6																									6
7																									7
8																									8
9																									9
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E = Enter W= Withdrew R= Re-entered X= Absent /=Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a **"2"** or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care(BASCC) department would like to acknowledge the National After School Association (NAA) "Standards of Quality Care" as the primary reference for development of our "Quality Standards" [illegible]

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)
ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
iii) Current First Aid (at least two staff on site at all times)
iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

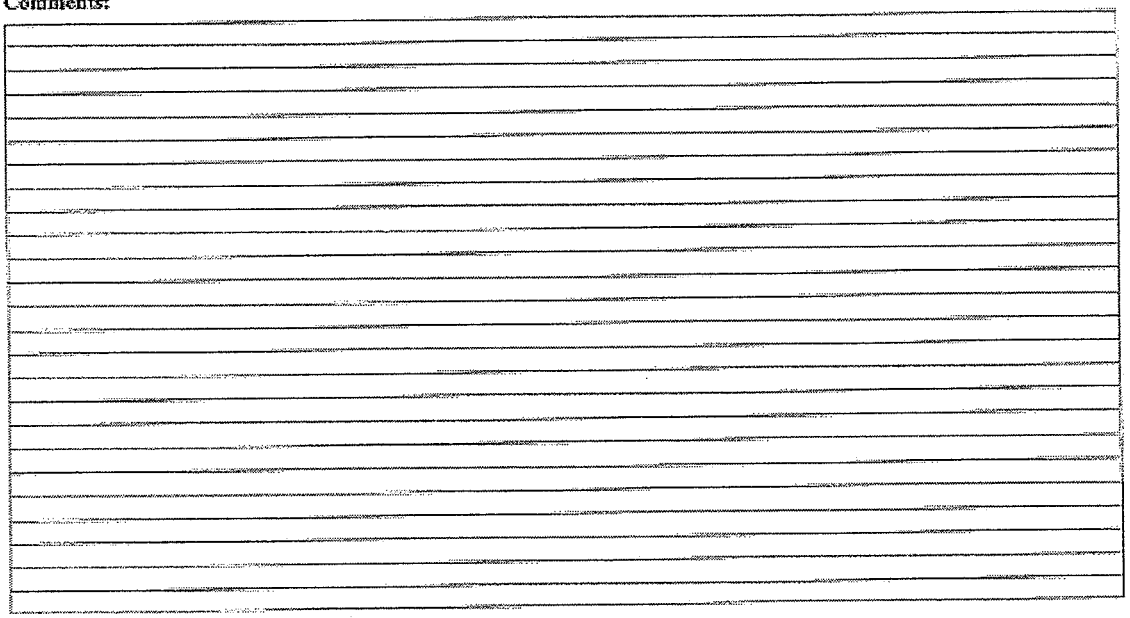
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:



16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students: ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times
b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 8/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1: Deborah Gavlan

Observer 2: _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

	Classifications
2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

	Classifications
3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The School Board of Broward County, Florida, prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, ancestry, pregnancy, sexual orientation, genetic information, political beliefs, social and family background, linguistic preference, and gender identity or expression in its programs and all other practices as it commits to affirmative action in its employment practices and encourages the same by those firms doing business with the District.

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

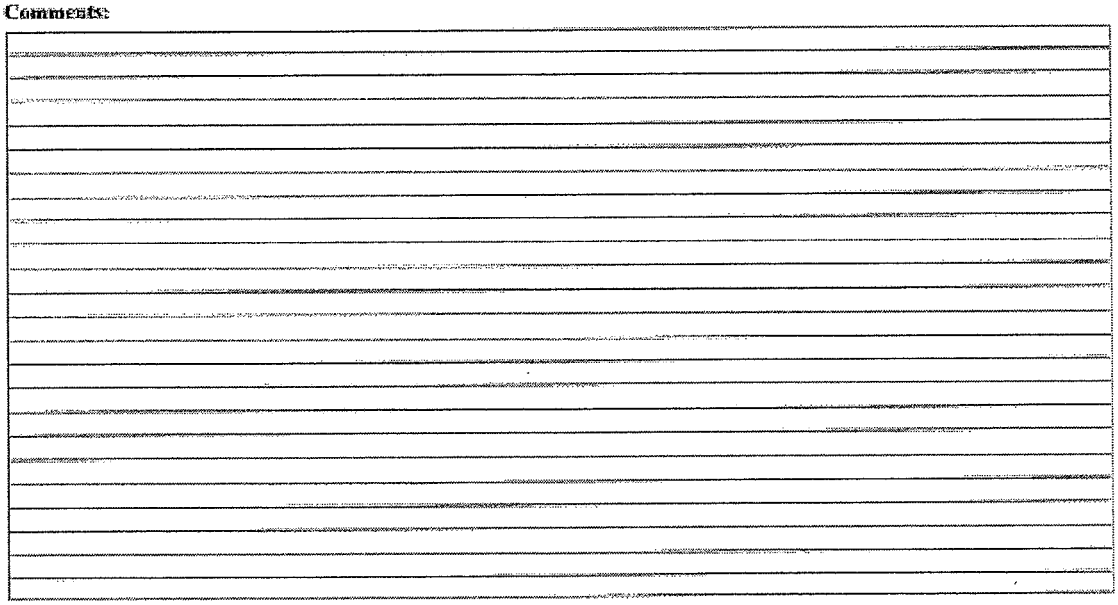
Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
    i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
    ii) Lockdown Drills –must be conducted monthly beginning in August and ending in June
    iii) Tornado Drills – twice per year. Completed by the last school days of October and March
    iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and Incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:



16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
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17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
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f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state **(Private Provider Programs only)**
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

[illegible]

School Name _____ 12/19/2018 Page 12

Section C Program Operations Page 121

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g _____ The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h _____ The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19a _____ A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting, in their personnel file.

vi)____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



The School Board of Broward Count
Before and After School Child Care
2019/2020
Checklist for information & documentation that will be requested by observer
"Tell"
Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBD_EXTD_StaffDevelopmentLog 2014-15
06 Ex

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(*24-hour Emergency Contact*)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date | First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date | First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from **front desk.**
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport | Hospital City

Hospital Address | Hospital Zip Code

Fire

- Pull fire alarm/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James- CLEAR - Mr. James.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. – Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

_____ and/or _____

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

_____

_____

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3888	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in FDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. - 1:10 for pre-school and pre-kindergarten students - 1:20 for Kindergarten through 5th grade - 1:25 for 6th grade through 12th grade - Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group - 1:10 for field trips. This is verified by the staff schedule. - Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in FDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: - Two staff with current CPR and First Aid training - All staff with SBBC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training - One staff member at the program trained in medication dispensing - All SBG supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

Type

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedge/stuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object
- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed
- ☐ Other

Description of Accident:

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?
754-321-3838 office 754-321-3586 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initials _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. SSO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____

Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies: _____

Physician's Name (Printed) _____

Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____

Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:

- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____

Signature of Parent / Guardian _____

Date Signed _____

Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ Date of Birth: _____ Grade: _____

School: _____ Phone #: _____ Fax#: _____

Diagnosis: _____ Allergies: _____

TREATMENTS DURING SCHOOL HOURS

Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx ☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement ☐ Care (Cleaning)			
CPT				
Oxygen /Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered, e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student, e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____ - 20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Medication (OTC) Administered by Mouth	Dosage and Type	Use / Symptoms	Alert	Check Box
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev.03/2017

1

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medications must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

Rev. 02/2017

2

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies _____

Doctor: _____ Phone # _____ Fax #: _____ Hm Rm Teacher _____

Special Instructions: _____ Side Effects: _____ Diagnosis: _____

Month/Year: _____

MEDICATION

NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

- Record the amount of Medication received (i.e. # of pills, amount of elixir) with each initial entry in the "Notes" Section on the Reverse
- Record Time Medication and given (or Reason not given) and Initials in the appropriate boxes
- If medication is not given, please use one of the following abbreviations to indicate the reason why:

A-absent O-out of medication T-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date→																					
AM																					
Initials																					
PM																					
Initials																					
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AM																					
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PM																					
Initials																					

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/03

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.grecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET – RFP FY20-007

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-007
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

May 15, 1998

Name of School _____ Date Submitted _____ Name of Provider _____

Specific Need	Dates	Number of Children	Number of Rooms Needed	Security Guard if required by school	Time of operation for contract	Cost
School Year (Specify to include Early Release)						All provider programs $7.50 per day Contractor does not agree per day to all programs and depends on the number of students the program is servicing
Holidays (Days to be closed)						All provider programs $7.50 per day District to close. Contractor does not agree per day to all programs and depends on the number of students the program is servicing
Winter Break (Holidays Center Days – District Closed)						All provider programs $7.50 per day District to close. Contractor does not agree per day to all programs and depends on the number of students the program is servicing
Spring Break (Holidays Center Days – District Closed)						All provider programs $7.50 per day District to close. Contractor does not agree per day to all programs and depends on the number of students the program is servicing
Teacher Planning Day						Contractor does not agree per day to all programs and depends on the number of students the program is servicing
Summer Camp*						All provider programs $7.50 per student for the first child, $6.50 per student for each subsequent child per day to all programs and depends on the number of students the program is servicing
Site						
Site						
Airport						
Holiday Closing Summer (District is Closed)						All provider programs $7.50 per day District is closed. Contractor does not agree per day to all programs and depends on the number of students the program is servicing
*Summer Camps provided must provide school age child care at the site of elementary schools						

Principal's Signature _____ Date _____ OSQ ☐ Approved ☐ Not approved _____ OSQ Representative Signature _____ Date _____

Section D Financial Section Page 184

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP PY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All student's registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP PY20-007.

Date: _____
Private Provider Name: _____ School Year____ Summer: ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SBHC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms
	Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	• Pick up and empty trash using rubber gloves and litter pickers.
	• Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	• Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	• Put chairs at desks.
	• Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	• Pick up and empty trash using lobby pan, lobby broom and gloves.
	• Stack chairs in an area agreed upon by the facility.
	• Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	• Wipe tables using rubber gloves and cleaning solution provided by the facility.
	• Pick up trash using lobby pan, lobby broom and gloves.
	• Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	• Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

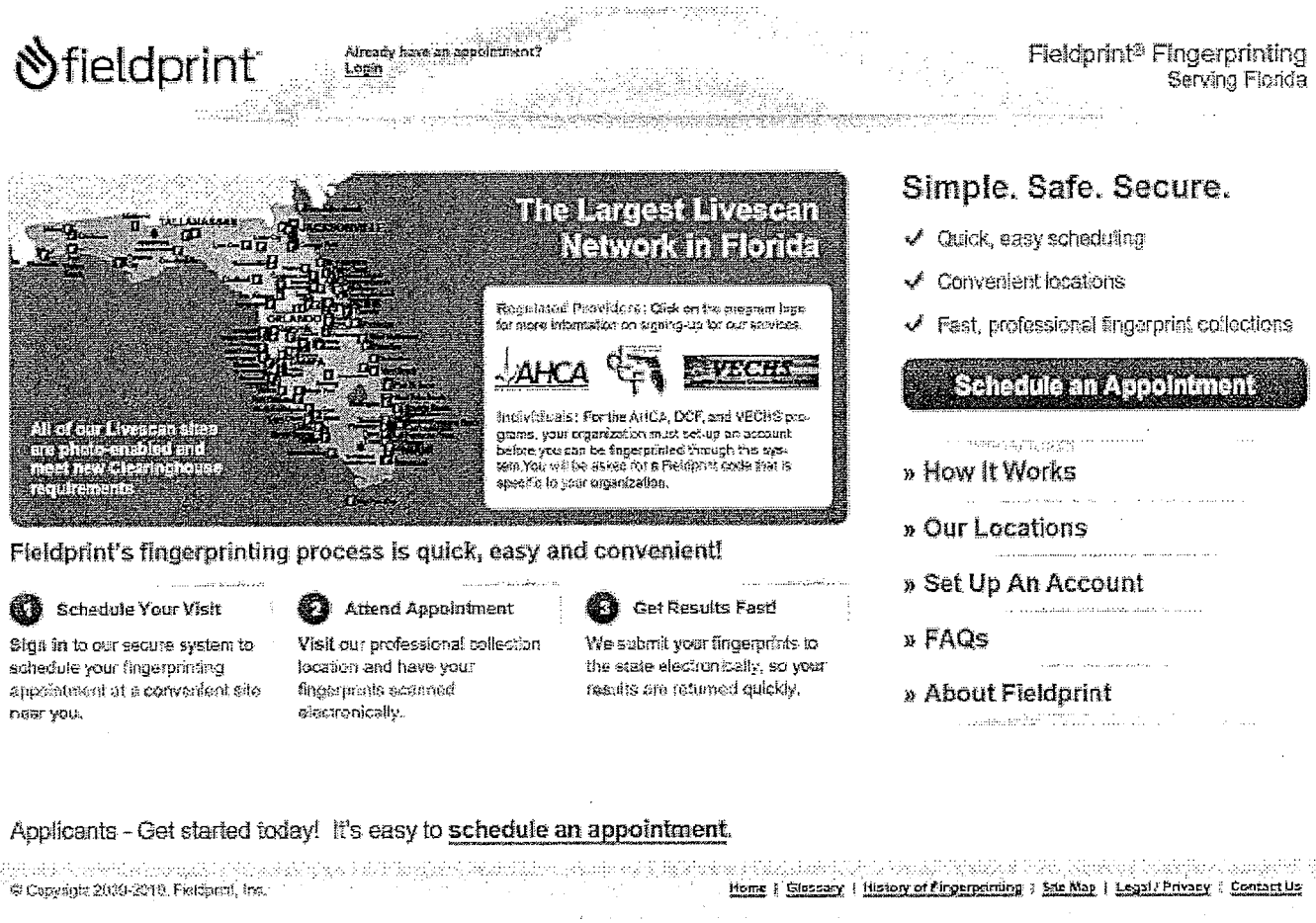
- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
    - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
    - Agendas
    - Sign-in Sheets
    - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section E Employment Information Page 190

FieldPrint Inc. Information



Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ○ Yes ○ No

If no to the above, is the student being considered for testing? ○ Yes ○ No

If yes, will you provide a copy of the plan? ○ Yes ○ No

Please check the special education services received at school:

○ Full-time ○ Cluster Class

○ Part-time ○ Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐ Autism Spectrum Disorder	☐ Gifted	☐ Specific Learning Disabled
☐ Deaf or Hard of Hearing	☐ Language Impaired	☐ Speech Impaired
☐ Developmentally Delayed (Age 0-5)	☐ Occupational Therapy	☐ Trainable Mentally Handicapped
☐ Dual-Sensory Impaired	☐ Orthopedically Impaired	☐ Traumatic Brain Injured
☐ Educable Mentally Handicapped	☐ Other Health Impaired	☐ Visually Impaired
☐ Emotional/Behavioral Disabilities	☐ Physical Therapy	☐ Diabetic
☐ Established Conditions (Age 0-2)	☐ Profoundly Mentally Handicapped	☐ Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯Yes ◯No
If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ◯Independently ◯Needs Partial Assistance
◯Wears Pull-Ups or Diapers ◯Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: 1:1 1:4 1:10 1:20 other _____
(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan
Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE:

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and /or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: 1:1 1:4 1:10 1:20 other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org
Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

South Broward Hospital District
d/b/a Memorial Healthcare System

After school childcare for one (1) child	
Ten Month Fee Per Student	$2,003.40
Registration Fee Per Student	$ 30.00
Total Fee	$2,033.40
After School childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$2,033.40
Ten Month Fee for second (2nd) child	$1,903.23
Registration Fee Per Student ($30 x 2)	$ 60.00
Total Fee	$3,966.63
Before school childcare for one (1) child	
Ten Month Fee Per Student	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A
Before school childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$ N/A
Ten Month Fee for second (2nd) child	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A

Sliding Scale Fees



Sliding Scale Fees

Percentage of the Federal Poverty Level	100-199%	200-299%	300-399%	400% or higher
% of the Total Program Cost	70%	80%	90%	100%
Afterschool Program	$1,402.10	$1,602.72	$1,803.06	$2,003.40
Percentage of the Federal Poverty Level	100-199%	200-299%	300-399%	400% or higher
% of the Total Program Cost	70%	80%	90%	100%
Summer Program	$1,155	$1,320	$1,485	$1,650

Scholarships: Memorial has 160 fully grant-funded slots for youth at Gulfstream Academy of Hallandale Beach (K-8) and New Renaissance Middle School for students attending the afterschool and summer program.

Monthly Payment Schedule: Payments are due on the 1st of every month. If the 1st of the month falls on a Saturday, Sunday or holiday, the payment is due on the following Monday.

Additional Fees: Registration is paid annually and is $30/student for the afterschool program and $30 for the summer program. Field trips have additional fees that will vary.

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

South Broward Hospital District
d/b/a Memorial Healthcare System

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	$1,650.00
Registration Fee Per Student	$ 30.00
Total Fee	$1,680.00

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$1,650.00
Three Month Fee for second (2nd) child	$1,567.50
Registration Fee Per Student ($30 x 2)	$ 60.00
Total Fee	$3,277.50

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	$ 825.00
Registration Fee Per Student	$ 30.00
Total Fee	$ 855.00

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$ 825.00
Three Month Fee for second (2nd) child	$ 783.75
Registration Fee Per Student ($30 x 2)	$ 60.00
Total Fee	$1,668.75

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
7900 Peters Road, Suite B101
Plantation, Florida 33324

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated March 25, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B.**

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) The Provider's sliding scale fee (**Attachment B**) shall be the same for all sites.

(k) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(l) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(m) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(n) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(o) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A.**

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER: Colleen M. Gulla, President
Sunshine After School Child Care, Inc.
7900 Peters Road, Suite B101
Plantation, Florida 33324

With a Copy to: Gary Chin, CFO
Sunshine After School Child Care, Inc.
7900 Peters Road, Suite B101
Plantation, Florida 33324

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT

DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any

required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Sunshine After School Child Care, Inc. - RFP FY20-007 (2)
Date: 2019.08.23 08:04:21 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

SUNSHINE AFTER SCHOOL CHILD CARE, INC.

ATTEST:

By Colleen M Gulla

Print Name: Colleen M Gulla

Title: President, CEO

_____, Secretary

-or-

Witness

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 1st day of August, 2019 by Colleen Gulla of Sunshine After School Child Care, Inc. on behalf of the corporation/agency.

Name of Person

Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification and did/did not first take an oath.

Type of Identification

My Commission Expires:

June 27, 2021

(SEAL)

MARIELENA RAMOS
Notary Public - State of Florida
Commission # GG 119495
My Comm. Expires Jun 27, 2021
Bonded through National Notary Assn.

Signature – Notary Public

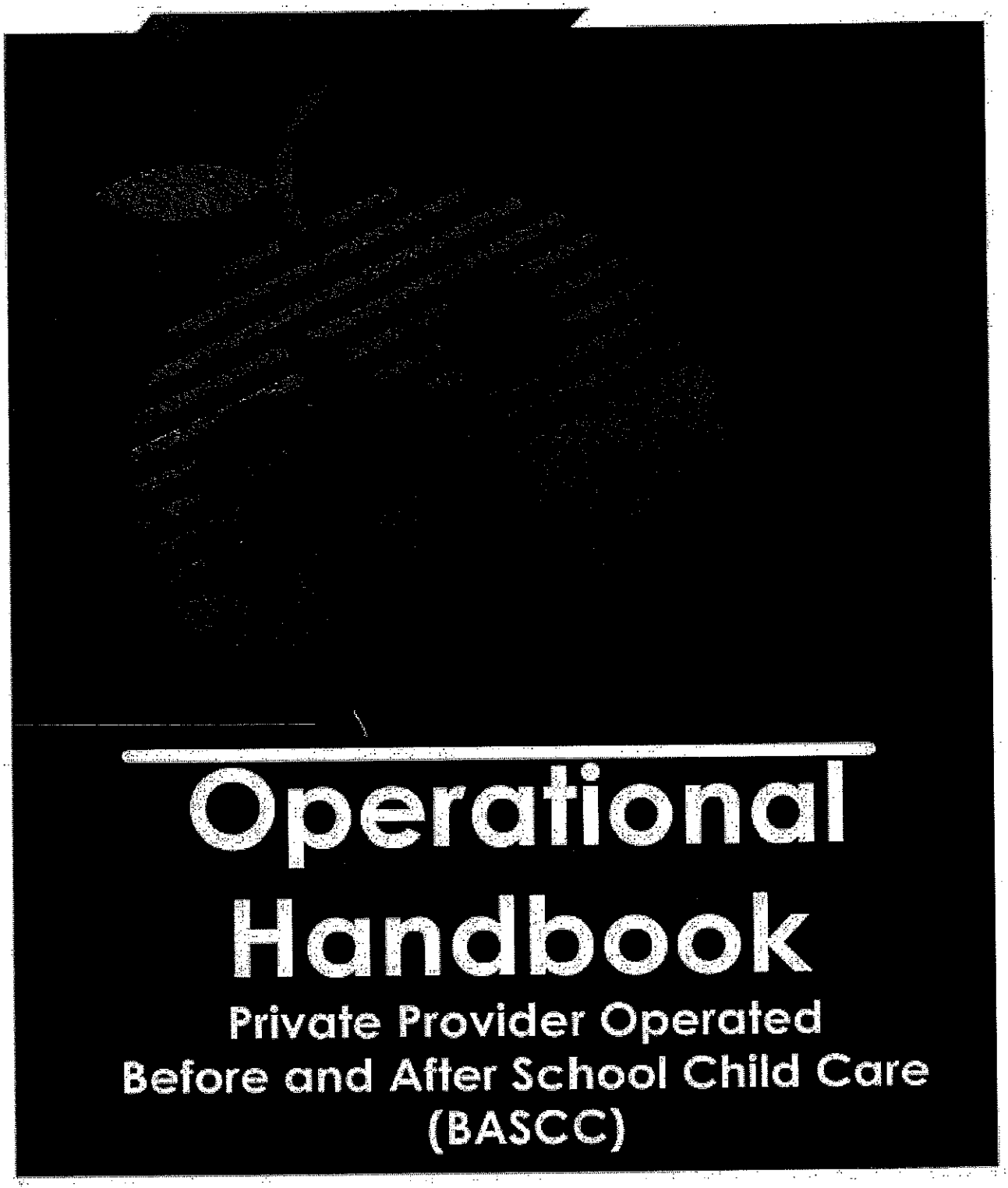
Marielena Ramos

Printed Name of Notary

GG 119495

Notary's Commission No.

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://bascbroward.com
Email: bascbroward@browardschools.com

Contact Info Page 1

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:
   a. The School Board (community school and/or elementary school).
   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.
2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.
3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.
4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.
5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.
6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose:** For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.
2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.
3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to the Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.).
(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance. PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and Field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: for private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signature

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Section A Program Information Page 12

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Effective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "*Parent Handbook*".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, my child knows how to swim.
◯ No, my child does not know how to swim, however I will complete the swim central form.
◯ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the "*Influenza Virus, The Flu, and A Guide to Parents*":

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I have received. ◯ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School employees *(please provide a copy of your School Board badge)*. Provider Name also has a *limited number of scholarships available for families needing assistance.*

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.
These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits at your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.
I acknowledge receipt of the *"Schedule of Fees" to be paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: A=Absent .5 ≥ 57 & ≤ 112 minutes X= ≤ 57 minutes √= Present or ≥ 113 minutes

Page: 1

Section A Program Information Page 18

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff)
  http://app.brainshark.com/browardschools/vu?pi=zFqzPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree...[18]

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ERB2-1; JLIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. *Private Provider* shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes, the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement, and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date: ____/____/_____

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ _____
Parent Signature Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

Print Name	Signature	Date

Child Care Supervisor:

Print Name	Signature	Date

Parent or Guardian:

Print Name	Signature	Date

Student:

Print Name	Signature	Date

Other:

Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

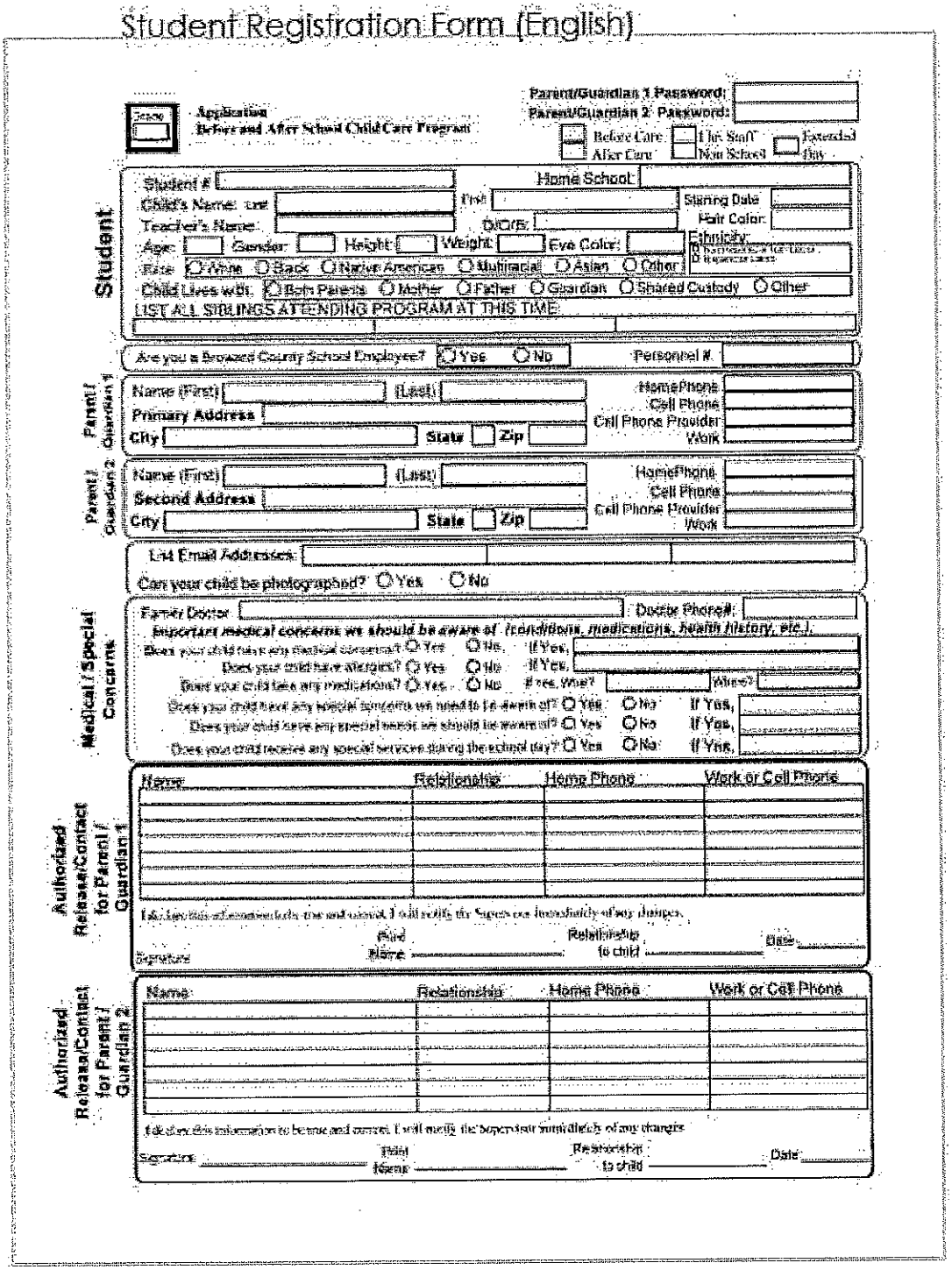
Program Communication Log

School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.



Student Registration Form (English)

Section C Program Operations Page 78

Attendance Roster

For emergency use only

Group: _____ On Site Supervisor(s): _____

School Name: _____ Signature: _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																					Receipt No(Optional)	Comments	
1																										1
2																										2
3																										3
4																										4
5																										5
6																										6
7																										7
8																										8
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E = Enter W/D=Withdrew R=Re-entered A=Absent /=Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: ____/____/____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

12/16/2015 Page 2

School Name _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

School Name _____

20. Documentation of records

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency.

b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and posted for evacuations.

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel).

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only).

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00.

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state **(Private Provider Programs only)**
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 5th through 6th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavlan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2/2019 Page 1

Section C Program Operations Page 110

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills. Including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
   ii) Lockdown Drills –must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency.

b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations.

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel).

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only).

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00.

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 9/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g _____ The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____ The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19c _____ A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of *Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting*, in their personnel file.

vi)____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"

2019/2020

Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Surve'
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.

Yes **Sometimes** **No**



6. I like the choices I am given for outside activities.

Yes **Sometimes** **No**



7. I feel safe when I am here.

Yes **Sometimes** **No**



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: ____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBD_EXTD_StaffDevelopment.org 2014-15
06.14

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(24-hour Emergency Contact)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name

School Address

City

Zip Code

Provider Name

Program Number

School Phone Number

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:

Address

Phone Number

City

Zip Code

Secondary Evacuation site is:

Name:

Address

Phone Number

City

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from **front desk.**
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport ..... Hospital City .....

Hospital Address ..... Hospital Zip Code .....

Fire

- **Pull fire alarm**/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James- CLEAR - Mr. James.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. -- Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS'- remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

and/or

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2498
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. - 1:10 for pre-school and pre-kindergarten students - 1:20 for Kindergarten through 5th grade - 1:25 for 6th grade through 12th grade - Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group - 1:10 for field trips. This is verified by the staff schedule. - Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: - Two staff with current CPR and First Aid training - All staff with SIBIC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training - One staff member at the program trained in medication dispensing - All SBIC supervisors must have SIBIC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records. In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedged/stuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object

Type

- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed

- ☐ Other

Description of Accident:

_____

_____

_____

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?
754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. ESO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded in the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medications at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:

- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Diagnosis: _____ **Allergies:** _____
TREATMENTS DURING SCHOOL HOURS
Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special ____			
Suctioning	☐ Oropharynx ☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement ☐ Care (Cleaning)			
CPT				
Oxygen /Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered; e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Guidance 9.12

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

This Form Is VOID If Altered.

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____ - 20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Medication to be Administered by Mouth	Dosage and Time	Symptoms	Comments	Parent/Guardian Initial Medication
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/2017

1

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequense resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

Rev. 03/2017

2

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies: _____

Doctor: _____ Phone #: _____ Fax #: _____ Her/His Teacher: _____

Special Instructions: _____ Side Effects: _____ Diagnosis: _____

Month/Year: _____

MEDICATION

NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

* Record the amount of Medication received (i.e. # of pills, amount of liquid) when each initial record in the "Notes" Section on the Reverse
* Record Time Medication was given for Reason not given and Initials in the appropriate boxes
* If medication is not given, please use one of the following abbreviations to indicate the reason why:

A-absent O-out of medication F-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date:																				
AM																				
Initials																				
PM																				
Initials																				
AM																				
Initials																				
PM																				
Initials																				
AM																				
Initials																				
PM																				
Initials																				
AM																				
Initials																				
PM																				
Initials																				

Signature_____ Signature_____ Signature_____ Signature_____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/03

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET - RFP FY20-007

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-007
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of School _____ Date Opened _____ Name of Provider _____

Specific Need	Dates	Number of Children	Number of Rooms Needed	Security Door if required by school	Time(s) of operation for school	Cost
School Year (Holidays to include Early Release)						All provider programs 7:00 per HOUR. Consumable items can apply per day to all programs and depends on the number of students the program is serving.
Holidays (District is closed)						All provider programs 7:00 per day the District is closed. Consumable items can apply per diem to all programs and depends on the number of students the program is serving.
Winter Break (Includes Certain Days – District Closed)						All provider programs 7:00 per day District is closed. Consumable items can apply per day to all programs and depends on the number of students the program is serving.
Spring Break (Includes Certain Days – District Closed)						All provider programs 7:00 per day District is closed. Consumable items can apply per day to all programs and depends on the number of students the program is serving.
Teacher Planning Day						Consumable items can apply per day to all programs and includes planning days and depends on the number of students the program is serving.
Summer Camp*						All provider programs 7:00 per HOUR for the Summer Break. Consumable items can apply per day to all programs and depends on the number of students the program is serving.
June						
July						
August						
Holiday Recess Schools (District is Closed)						All provider programs 7:00 per day when the District is closed. Consumable items can apply per day to all programs and depends on the number of students the program is serving.
*Summer Camps are held over Spring Break, 4th of July or other planned holidays						

Principal's Signature _____ Date _____ OSO ☐ Approved ☐ Not approved OSO Representative Signature _____ Date _____

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP FY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP FY20-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer: ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarship: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SDBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms **Group bathrooms should have been cleaned from day's use before the assistant starts duties.**
Before After School Child Care Begins	• Pick up and empty trash using rubber gloves and litter picker.
	• Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	• Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	• Put chairs of desks.
	• Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	• Pick up and empty trash using lobby pan, lobby broom and gloves.
	• Stack chairs in an area agreed upon by the facility.
	• Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	• Wipe tables using rubber gloves and cleaning solution provided by the facility.
	• Pick up trash using lobby pan, lobby broom and gloves.
	• Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	• Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

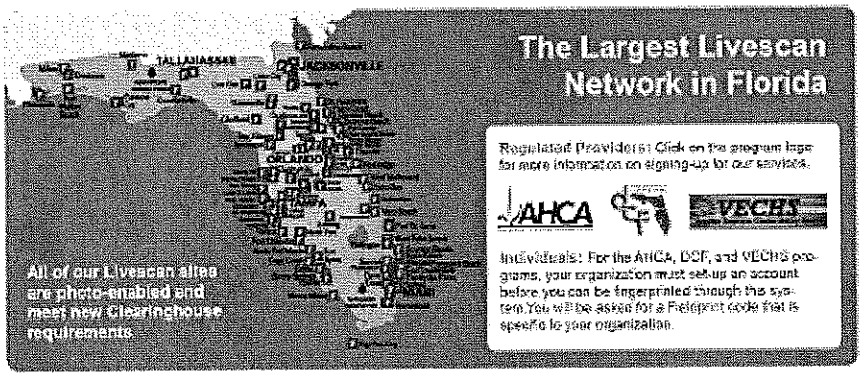
Section E Employment Information Page 190

FieldPrint Inc. Information

fieldprint

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1 Schedule Your Visit

Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment

Visit our professional collection location and have your fingerprints scanned electronically.

3 Get Results Fast!

We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to **schedule an appointment**.

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Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? Yes No

If no to the above, is the student being considered for testing? Yes No

If yes, will you provide a copy of the plan? Yes No

Please check the special education services received at school:

Full-time Cluster Class

Part-time Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

Autism Spectrum Disorder	Gifted	Specific Learning Disabled
Deaf or Hard of Hearing	Language Impaired	Speech Impaired
Developmentally Delayed (Age 0-5)	Occupational Therapy	Trainable Mentally Handicapped
Dual-Sensory Impaired	Orthopedically Impaired	Traumatic Brain Injured
Educable Mentally Handicapped	Other Health Impaired	Visually Impaired
Emotional/Behavioral Disabilities	Physical Therapy	Diabetic
Established Conditions (Age 0-2)	Profoundly Mentally Handicapped	Other

Please list any secondary diagnosis: _____

_____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? Yes No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress: Independently Needs Partial Assistance Needs Total Assistance

Use the Bathroom: Independently Needs Partial Assistance

Wears Pull-Ups or Diapers Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? Yes Sometimes No

Has the student been included in a 1:20 staff to child ratio? Yes Sometimes No

Does the student need assistance to participate in activities? Yes Sometimes No

Does the student play with toys appropriately? Yes Sometimes No

Does the student requires 1:1 care? Yes No

If yes, please explain: _____

Does the student receive public school transportation? Yes No

Has the student ever required physical restraint? Yes No

Has the student ever become aggressive towards others? Yes Sometimes No

Does the student run away from a group or designated area? Yes Sometimes No

Would the student attempt to hide? Yes No

Do the student's siblings attend the program? Yes No

Does the student have seizures? Yes No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping):

_____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: 1:1 1:4 1:10 1:20 other _____
(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan
Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and /or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: 1:1 1:4 1:10 1:20 other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org
Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Sunshine After School Child Care, Inc.

After school childcare for one (1) child	
Ten Month Fee Per Student	$2,327.50
Registration Fee Per Student	$ 36.00
Total Fee	$2,363.50
After School childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$2,327.50
Ten Month Fee for second (2nd) child	$2,211.00
Registration Fee Per Student ($36 x 2)	$ 72.00
Total Fee	$4,610.50
Before school childcare for one (1) child	
Ten Month Fee Per Student	$ 572.00
Registration Fee Per Student	$ 36.00
Total Fee	$ 608.00
Before school childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$ 572.00
Ten Month Fee for second (2nd) child	$ 543.50
Registration Fee Per Student ($36 x 2)	$ 72.00
Total Fee	$1,187.50

Sliding Fee Scale

Children's Services Council of Broward County
Our Focus is Our Children.

MOST Sliding Fee Scale
Effective 2019/2020 School Year

Note: Any exceptions to the sliding fee scale (i.e. for foster children, homeless children, multiple children, children with special needs, unusual family circumstances, etc.) must be approved by the Provider, and the approval, including an explanation, must be documented in the child's file.

Afterschool Weekly Fees per Child	Number of Family Members in Household			
	2	3	4	5+
0	0 to $24,000	0 to $29,000	0 to $34,000	0 to $38,000
$5.00	$24,001 to $28,000	$29,001 to $33,000	$34,001 to $38,000	$38,001 to $43,000
$10.00	$28,001 to $32,000	$33,001 to $37,000	$38,001 to $42,000	$43,001 to $47,000
$15.00	$32,001 to $36,000	$37,001 to $41,000	$42,001 to $46,000	$47,001 to $51,000
$20.00	$36,001 to $40,000	$41,001 to $45,000	$46,001 to $50,000	$51,001 to $55,000
$25.00	$40,001 to $44,000	$45,001 to $49,000	$50,001 to $54,000	$55,001 to $59,000
$30.00	$44,001 to $48,000	$49,001 to $53,000	$54,001 to $58,000	$59,001 to $63,000
$35.00	$48,001 to $52,000	$53,001 to $57,000	$58,001 to $62,000	$63,001 to $67,000
$40.00	$52,001 to $56,000	$57,001 to $61,000	$62,000 to $66,000	$67,001 to $71,000

Families with incomes that exceed chart amounts are not the appropriate target population for CSC services under this RFP, unless special circumstances exist.

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

Sunshine After School Child Care, Inc.

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	$1,980.00
Registration Fee Per Student	$ 36.00
Total Fee	$2,016.00

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$1,980.00
Three Month Fee for second (2nd) child	$1,881.00
Registration Fee Per Student	$ 36.00
Total Fee	$3,897.00

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	$ 990.00
Registration Fee Per Student	$ 36.00
Total Fee	$1,026.00

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$ 990.00
Three Month Fee for second (2nd) child	$ 940.50
Registration Fee Per Student	$ 36.00
Total Fee	$1,966.50

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

UNITED CEREBRAL PALSY OF BROWARD, PALM BEACH AND MID-COAST COUNTIES, INC D/B/A UNITED COMMUNITY OPTIONS OF BROWARD, PALM BEACH AND MID COAST COUNTIES
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
3117 SW 13th Court
Fort Lauderdale, Florida 33312

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated March 25, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B.**

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) The Provider's sliding scale fee (**Attachment B**) shall be the same for all sites.

(k) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(l) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(m) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(n) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(o) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:
Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to:
Director
The School Board of Broward County, Florida
Before & After School Child Care
2301 NW 26th Avenue
Building 1
Fort Lauderdale, FL 33311

To PROVIDER:

Patricia Murphy, Chief Program/Relations Officer
United Cerebral Palsy of Broward, Palm Beach and Mid-Coast Counties, Inc d/b/a United Community Options of Broward, Palm Beach and Mid Coast Counties
3117 SW 13th Court
Fort Lauderdale, Florida 33312

With a Copy to:

Cathea Comiskey, Director of Afterschool Programs
United Cerebral Palsy of Broward, Palm Beach and Mid-Coast Counties, Inc d/b/a United Community Options of Broward, Palm Beach and Mid Coast Counties
3117 SW 13th Court
Fort Lauderdale, Florida 33312

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise

thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: United Cerebral Palsy of Broward, Palm Beach and Mid-Coast Counties, Inc d/b/a United Community Options of Broward, Palm Beach and Mid Coast Counties
Date: 2019.08.26 15:27:09 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

ATTEST:

UNITED CEREBRAL PALSY OF BROWARD, PALM BEACH AND MID-COAST COUNTIES, INC D/B/A UNITED COMMUNITY OPTIONS OF BROWARD, PALM BEACH AND MID COAST COUNTIES

By _____

Print Name: Patricia Murphy

Title: Chief Program/Relations Officer

_____, Secretary

-or-

_____
Witness

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 27th day of August, 2019 by Patricia Murphy of
Name of Person
United Cerebral Palsy, on behalf of the corporation/agency.
Name of Corporation or Agency
He/She is personally known to me or produced _____ as identification
Type of Identification
and did/did not first take an oath.

My Commission Expires:

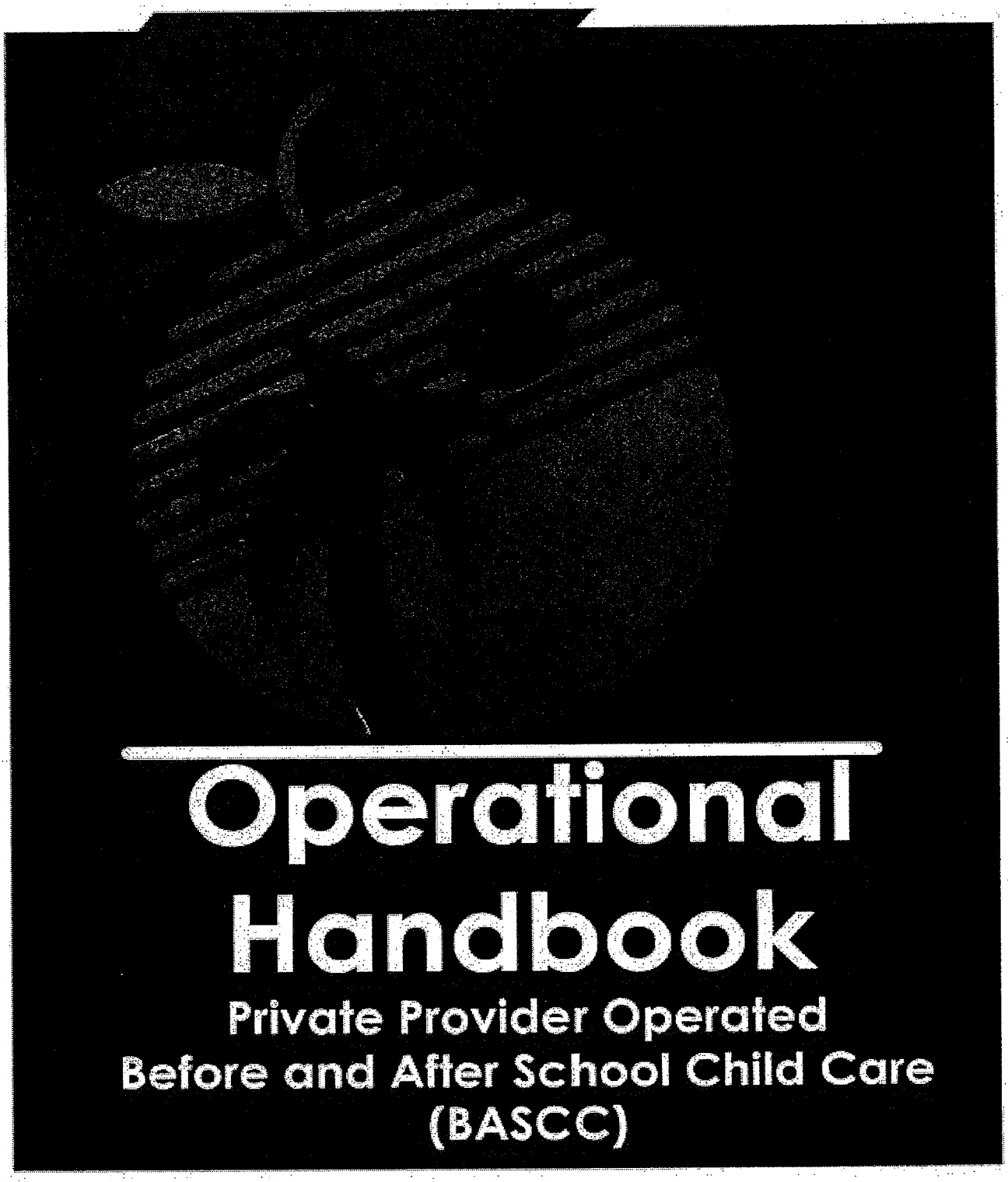
_____
Signature – Notary Public

Misty Oliver
Printed Name of Notary

GG283553
Notary's Commission No.

(SEAL) Notary Public State of Florida
Misty Oliver
My Commission GG 283553
Expires 04/09/2023

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:
   a. The School Board (community school and/or elementary school).
   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.
2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.
3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.
4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.
5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.
6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: F.S. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose:** For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to The Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores,).

(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law.

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance. PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Effective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities I an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "Parent Handbook".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, my child knows how to swim.
◯ No, my child does not know how to swim, however I will complete the swim central form.
◯ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the *"Influenza Virus, The Flu, and A Guide to Parents"*:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I have received. ◯ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:
Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child and for all Broward County Public School employees (*please provide a copy of your School Board badge*). Provider Name also has a *limited number of scholarships available for families needing assistance.*

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.
These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.
I acknowledge receipt of the *"Schedule of Fees" to be paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: AB=Absent .5 ≥ 57 & ≤ 112 minutes X= ≤ 57 minutes √ = Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFgzPVgBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (I)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-I; JLIIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

   - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. *Private Provider* shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date:____/____/_____

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ _____
Parent Signature Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

Print Name	Signature	Date

Child Care Supervisor:

Print Name	Signature	Date

Parent or Guardian:

Print Name	Signature	Date

Student:

Print Name	Signature	Date

Other:

Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

Program Communication Log

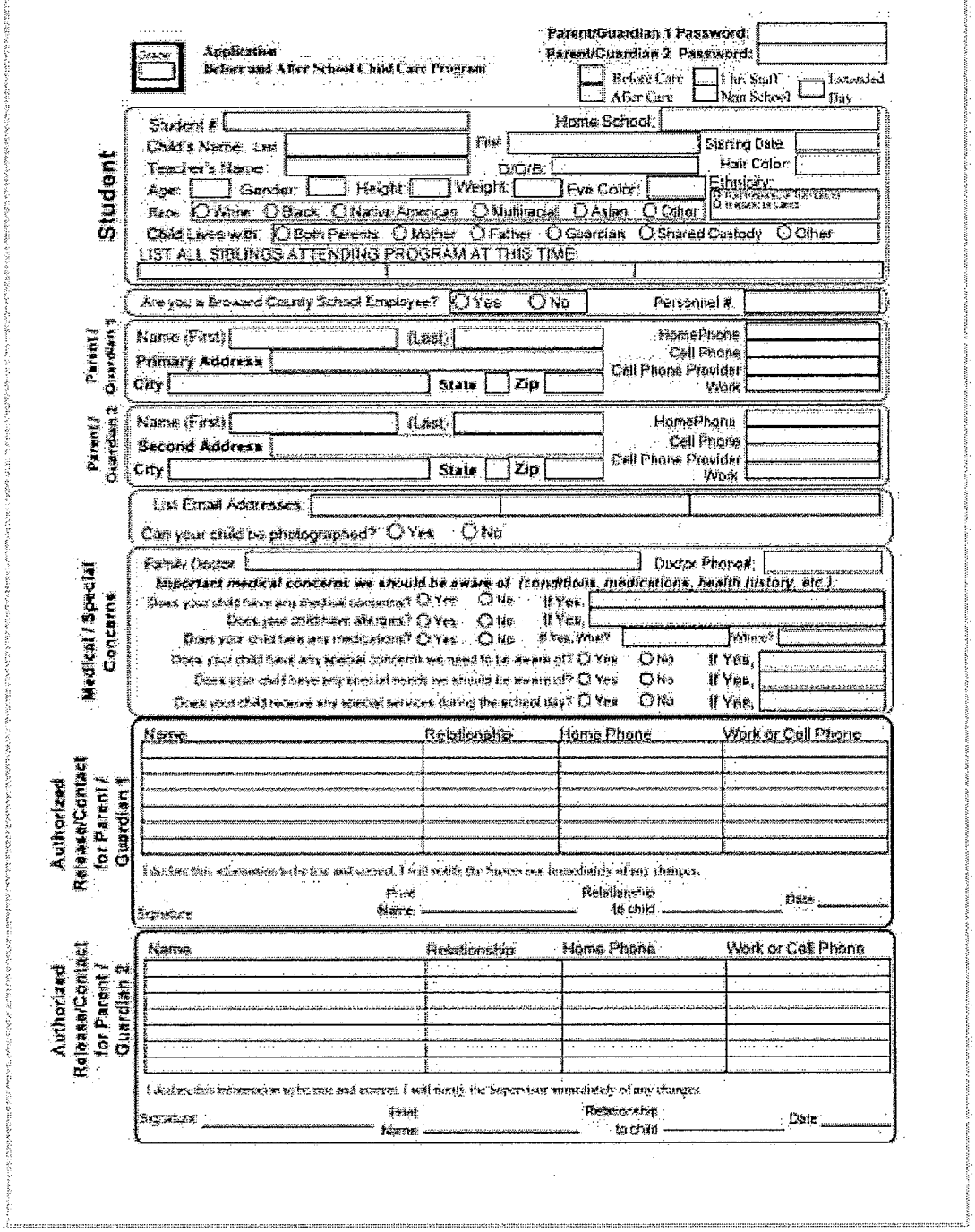
School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.

Student Registration Form (English)



Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care / Ft. Staff / Non School / Extended Day

Student

Student #: Home School:
Child's Name: Last: First: Starting Date:
Teacher's Name: DOB: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: White Black Native American Multiracial Asian Other
Child Lives with: Both Parents Mother Father Guardian Shared Custody Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes No Personnel #:

Parent / Guardian 1

Name (First): (Last): HomePhone
Primary Address: Cell Phone
City: State: Zip: Cell Phone Provider
Work

Parent / Guardian 2

Name (First): (Last): HomePhone
Second Address: Cell Phone
City: State: Zip: Cell Phone Provider
/Work

List Email Addresses:
Can your child be photographed? Yes No

Medical / Special Concerns

Family Doctor: Doctor Phone#:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any medical concerns? Yes No If Yes,
Does your child have allergies? Yes No If Yes,
Does your child take any medications? Yes No If Yes, What? Where?
Does your child have any special concerns we need to be aware of? Yes No If Yes,
Does your child have any special needs we should be aware of? Yes No If Yes,
Does your child receive any special services during the school day? Yes No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I authorize this information to be true and correct. I will notify the Supervisor immediately of any changes.

Signature: First Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I authorize this information to be true and correct. I will notify the Supervisor immediately of any changes.

Signature: First Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Group: _____ On-Site Supervisor(s): _____

School Name: _____ Signature: _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																			Receipt No(Optional)	Comments	
1																								1
2																								2
3																								3
4																								4
5																								5
6																								6
7																								7
8																								8
9																								9
10																								10
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24																								24

E = Excused W = Withdrew R = Re-entered A = Absent P = Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
[Child's Name/Printed]

Date of Birth: _____/_____/_____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
[Time]

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

	Classifications
2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible.

Comments:

	Classifications
3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The School Board of Broward County, Florida acknowledges the National After School Association (NAA) "Standards of Quality Care" as the primary reference for development of our "Quality Standards".

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   - i) Copy of staff certifications for the job they are performing or required (personnel file)
   - ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   - iii) Current First Aid (at least two staff on site at all times)
   - iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   - v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   - vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name: _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 8/23/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavlan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and Incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:



16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)
ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
iii) Current First Aid (at least two staff on site at all times)
iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices, as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 5/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____ Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g _____ The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h _____ The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19c _____ A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of *Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting*, in their personnel file.

vi)____ At least ONE staff member, <u>on site at all times</u>, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c____Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e____Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



2019/2020

The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"
Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBD_EXTD_StaffDevelopmentLog 2014-15
ws fx

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(24-hour Emergency Contact)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date

First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date

First Aid expiry date

* Front desk is notified via walkie-talkie, intercom or send a student.
* Responsible/trained adult or teacher stays with student/person.
* Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
* Assistance is sent to the scene from **front desk**.
* Move all other children away from the emergency scene.
* Notify parent or emergency contact.
* Names of persons involved or witnesses are obtained.
* Maintain secured area for evidence.
* Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
* Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
* Program emergency contact:
  Name : Cell:
* Notify Special Investigative Unit (754) 321-0911
* Notify School Administrator:
  Name : Cell:
* If ambulance is called, the Area office should be notified
* Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
* Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport | Hospital City

Hospital Address | Hospital Zip Code

Fire

- **Pull fire alarm**/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James- CLEAR - Mr. James.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. – Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

_____ and/or _____

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

_____

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2402	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3900	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. ▫ 1:10 for pre-school and pre-kindergarten students ▫ 1:20 for Kindergarten through 5th grade ▫ 1:25 for 6th grade through 12th grade ▫ Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group ▫ 1:10 for field trips. This is verified by the staff schedule. ▫ Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: ☐ Two staff with current CPR and First Aid training ☐ All staff with SBBC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training ☐ One staff member at the program trained in medication dispensing ☐ All SBO supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgelstuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object

Type

- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed

☐ Other

Description of Accident:

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?

754-321-3838 office 754-321-3886 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. 650 will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____

Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student: e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medications at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:

- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ **Signature of Parent / Guardian** _____

Date Signed _____ **Home Phone Number** _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ Date of Birth: _____ Grade: _____

School: _____ Phone #: _____ Fax#: _____

Diagnosis: _____ Allergies: _____

TREATMENTS DURING SCHOOL HOURS

Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx			
	☐ Tracheotomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement			
	☐ Care (Cleaning)			
CPT				
Oxygen /Misting				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform: _____

List any limitations / precautionary measures that should be considered; e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.): _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____-20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Medication (Only One Medication May Be Selected Per Month)	Dosage and Time	Purpose	Precautions	Parent/Guardian Initials
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/2017

1

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies _____

Doctor: _____ Phone #: _____ Fax #: _____ Diagnosis: _____

Special Instructions: _____ Side Effects _____ Month/Year: _____

Hm Rm Teacher _____

MEDICATION

NAME
DOSAGE
TIME TO BE GIVEN
ROUTE

* Record the amount of Medication received (i.e. # of pills, amount of liquid) with each initial record in the "Notes" Section on the Reverse
* Record Time Medication was given (or Reason not given) and Initials in the appropriate boxes
* If medication is not given, please use one of the following abbreviations to indicate the reason why:

A-absent O-out of medication T-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-Other **and** Provide explanation in the "Notes" Section on the Reverse side

Date_____																				
AM																				
Initials																				
PM																				
Initials																				
AM																				
Initials																				
PM																				
Initials																				
AM																				
Initials																				
PM																				
Initials																				
AM																				
Initials																				
PM																				
Initials																				

Signature_____ Signature_____ Signature_____ Signature_____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/03

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
    - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
    - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
    - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
    - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET - RFP FY20-007

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-007
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of School _____ Date Submitted _____ Name of Provider _____

Specific Need	Dates	Number of Children	Number of Rooms Needed	Security Guard if required by school)	Time(s) of operation for request	Cost
School Year (SY) days to include Early Release						All provider programs 7:00 am-5:30 pm. Contractor does not agree per day to all programs and depends on the number of students the program is serving.
Holidays (District is closed)						All provider programs 7:00am-5:30 pm. Does not include weekends. Contractor does not agree per day to all programs and depends on the number of students the program is serving.
Winter Break (Includes Good Friday – District Closed)						All provider programs 7:00 per day. District closed. Contractor does not agree per day to all programs and depends on the number of students the program is serving.
Spring Break (Includes Good Friday – District Closed)						All provider programs 7:00 per day. District closed. Contractor does not agree per day to all programs and depends on the number of students the program is serving.
Teacher Planning Days						Contractor does not agree per day to all programs and for planning days and depends on the number of students the program is serving.
Summer Camp*						All provider programs 7:00am-5:30pm per day. Contractor does not agree per day to all programs and depends on the number of students the program is serving.
June						
July						
August						
Professional Training Statewide (District is Closed)						All provider programs 7:00am-5:30pm per day. District closed. Contractor does not agree per day to all programs and depends on the number of students the program is serving.
*Summer Camp is optional when School is closed, for 4th of July or other unscheduled holidays						

Principal's Signature _____ Date _____ ☐ Approved ☐ Not approved OEO Representative Signature _____ Date _____

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP PY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP PY20-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

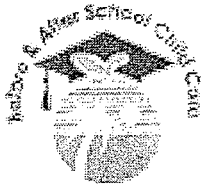
Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SDBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative



Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms
	Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter pickers.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs of desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	* Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

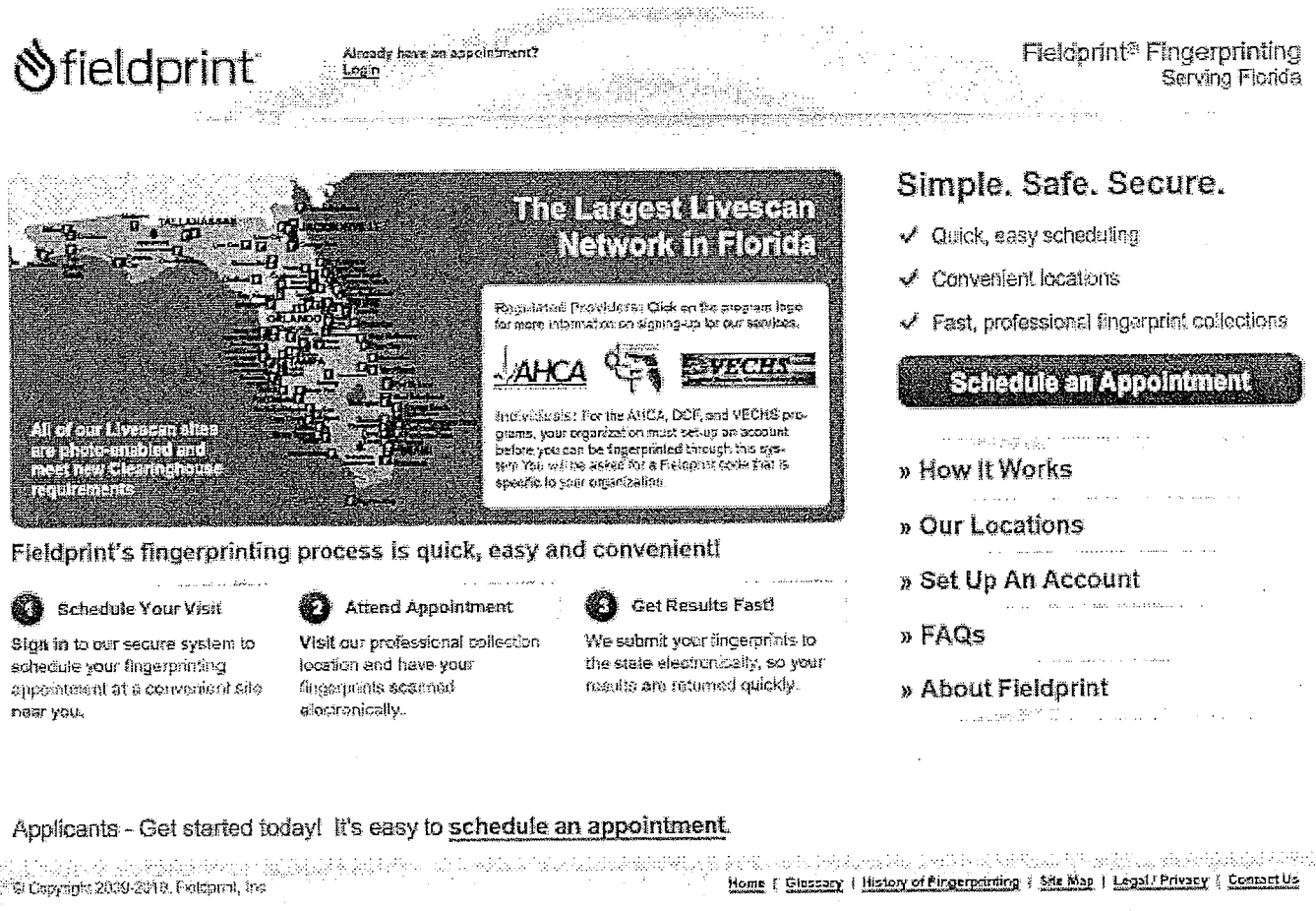
- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
    - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
    - Agendas
    - Sign-in Sheets
    - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section E Employment Information Page 190

FieldPrint Inc. Information



Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ○ Yes ○ No

If no to the above, is the student being considered for testing? ○ Yes ○ No

If yes, will you provide a copy of the plan? ○ Yes ○ No

Please check the special education services received at school:

○ Full-time ○ Cluster Class

○ Part-time ○ Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐ Autism Spectrum Disorder	☐ Gifted	☐ Specific Learning Disabled
☐ Deaf or Hard of Hearing	☐ Language Impaired	☐ Speech Impaired
☐ Developmentally Delayed (Age 0-5)	☐ Occupational Therapy	☐ Trainable Mentally Handicapped
☐ Dual-Sensory Impaired	☐ Orthopedically Impaired	☐ Traumatic Brain Injured
☐ Educable Mentally Handicapped	☐ Other Health Impaired	☐ Visually Impaired
☐ Emotional/Behavioral Disabilities	☐ Physical Therapy	☐ Diabetic
☐ Established Conditions (Age 0-2)	☐ Profoundly Mentally Handicapped	☐ Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯ Yes ◯ No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯ Independently ◯ Needs Partial Assistance ◯ Needs Total Assistance

Use the Bathroom: ◯ Independently ◯ Needs Partial Assistance

◯ Wears Pull-Ups or Diapers ◯ Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯ Yes ◯ Sometimes ◯ No

Has the student been included in a 1:20 staff to child ratio? ◯ Yes ◯ Sometimes ◯ No

Does the student need assistance to participate in activities? ◯ Yes ◯ Sometimes ◯ No

Does the student play with toys appropriately? ◯ Yes ◯ Sometimes ◯ No

Does the student requires 1:1 care? ◯ Yes ◯ No

If yes, please explain: _____

Does the student receive public school transportation? ◯ Yes ◯ No

Has the student ever required physical restraint? ◯ Yes ◯ No

Has the student ever become aggressive towards others? ◯ Yes ◯ Sometimes ◯ No

Does the student run away from a group or designated area? ◯ Yes ◯ Sometimes ◯ No

Would the student attempt to hide? ◯ Yes ◯ No

Do the student's siblings attend the program? ◯ Yes ◯ No

Does the student have seizures? ◯ Yes ◯ No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: 1:1 1:4 1:10 1:20 other _____

(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan

Yes No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and /or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: 1:1 1:4 1:10 1:20 other _____

Page 3 of 3 ◯ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student

Call(s) made to the following

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org

Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

ATTACHMENT B

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

United Cerebral Palsy of Broward, Palm Beach and Mid-Coast Counties, Inc
d/b/a United Community Options of Broward, Palm Beach and Mid Coast Counties

After school childcare for one (1) child	
Ten Month Fee Per Student	$0 – $1,260
Registration Fee Per Student	$ 12.00
Total Fee	$12 – $1,272
After School childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$0 – $1,260
Ten Month Fee for second (2nd) child	$0 - $756
Registration Fee Per Student	$ 9.00
Total Fee	$9 – $2,025
Before school childcare for one (1) child	
Ten Month Fee Per Student	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A
Before school childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$ N/A
Ten Month Fee for second (2nd) child	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A

Children's Services Council of Broward County
Our Focus is Our Children.

MOST Sliding Fee Scale

Effective 2019/2020 School Year

Note: Any exceptions to the sliding fee scale (i.e. for foster children, homeless children, multiple children, children with special needs, unusual family circumstances, etc.) must be approved by the Provider, and the approval, including an explanation, must be documented in the child's file.

Afterschool Weekly Fees per Child	Number of Family Members in Household			
	2	3	4	5+
0	0 to $24,000	0 to $29,000	0 to $34,000	0 to $38,000
$5.00	$24,001 to $28,000	$29,001 to $33,000	$34,001 to $38,000	$38,001 to $43,000
$10.00	$28,001 to $32,000	$33,001 to $37,000	$38,001 to $42,000	$43,001 to $47,000
$15.00	$32,001 to $36,000	$37,001 to $41,000	$42,001 to $46,000	$47,001 to $51,000
$20.00	$36,001 to $40,000	$41,001 to $45,000	$46,001 to $50,000	$51,001 to $55,000
$25.00	$40,001 to $44,000	$45,001 to $49,000	$50,001 to $54,000	$55,001 to $59,000
$30.00	$44,001 to $48,000	$49,001 to $53,000	$54,001 to $58,000	$59,001 to $63,000
$35.00	$48,001 to $52,000	$53,001 to $57,000	$58,001 to $62,000	$63,001 to $67,000
$40.00	$52,001 to $56,000	$57,001 to $61,000	$62,000 to $66,000	$67,001 to $71,000

Families with incomes that exceed chart amounts are not the appropriate target population for CSC services under this RFP, unless special circumstances exist.

ATTACHMENT B

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

United Cerebral Palsy of Broward, Palm Beach and Mid-Coast Counties, Inc
d/b/a United Community Options of Broward, Palm Beach and Mid Coast Counties

Summer Program or Non-School Day childcare for one (1) child	
Three Month Fee Per Student	$0 - $630
Registration Fee	$ 12.00
Total Fee	$12 - $642
Summer Program or Non-School Day childcare family cost with two (2) students in same school	
Three Month Fee for first (1st) child	$0 - $630
Three Month Fee for second (2nd) child	$0 - $378
Registration Fee	$ 18.00
Total Fee	$18 - $1,026
Half (1/2) Day childcare for one (1) child	
Three Month Fee Per Student	$0 - $315
Registration Fee	$ 12.00
Total Fee	$12 - $327
Half (1/2) Day childcare family cost with two (2) students in same school	
Three Month Fee for first (1st) child	$0 - $315
Three Month Fee for second (2nd) child	$0 - $189
Registration Fee Per Student	$ 18.00
Total Fee	$9 - $513

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

URBAN LEAGUE OF BROWARD COUNTY, INCORPORATED
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
560 NW 27th Avenue
Fort Lauderdale, Florida 33311

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated April 16, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(k) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(l) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(m) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(n) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**.

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER: Germaine Smith Baugh, Ed.D., President & CEO
Urban League of Broward County, Incorporated
560 NW 27th Avenue
Fort Lauderdale, Florida 33311

With a Copy to: Courtnee M. Biscardi, Senior Vice President of Operations & Strategy
Urban League of Broward County, Incorporated
560 NW 27th Avenue
Fort Lauderdale, Florida 33311

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900,

RECORDREQUESTS@BROWARDSCHOOLS.COM, **RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any

required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Urban League of Broward County, Incorporated - RFP FY20-007 (2)
Date: 2019.08.23 08:19:23 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

ATTEST:

URBAN LEAGUE OF BROWARD COUNTY, INCORPORATED

By Germaine Smith-Baugh

_____, Secretary

Print Name: Germaine Smith-Baugh

Title: President and CEO

-or-

Witness

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 2nd day of August, 2019 by Germaine Smith-Baugh of
Name of Person
Urban League of Broward County, on behalf of the corporation/agency.
Name of Corporation or Agency

~~He/~~She is personally known to me ~~or produced~~ N/A ~~as identification and did~~/did not first take an oath.
Type of Identification

My Commission Expires:

(SEAL)

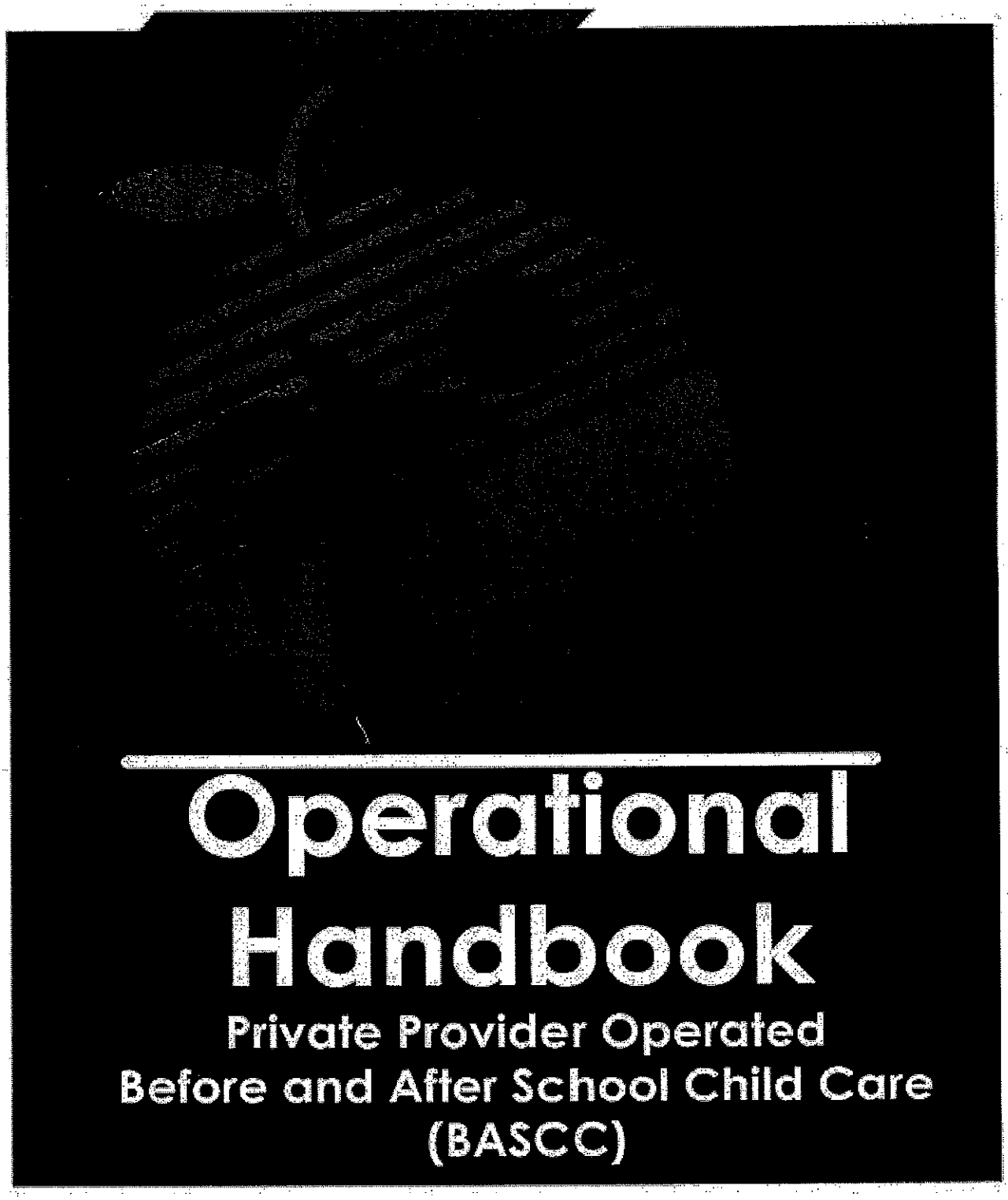
ANN-MARIE GOLDSMITH
MY COMMISSION # GG 307569
EXPIRES: March 24, 2023
Bonded Thru Notary Public Underwriters

Signature - Notary Public

Ann-Marie Goldsmith
Printed Name of Notary

GG307569
Notary's Commission No.

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



Overview Page 1

This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:
   a. The School Board (community school and/or elementary school).
   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.
2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.
3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.
4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.
5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.
6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose:** For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to The Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.).

(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance. PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:.
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operations Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signature

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Section A Program Information Page 12

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Efective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "*Parent Handbook*".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, my child knows how to swim.
◯ No, my child does not know how to swim, however I will complete the swim central form.
◯ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the "*Influenza Virus, The Flu, and A Guide to Parents*":

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I have received. ◯ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:

Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School employees, *(please provide a copy of your School Board badge)*. Provider Name also has a *limited number of scholarships available for families needing assistance.*

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.

These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.

I acknowledge receipt of the "Schedule of Fees" to be *paid by me for my child's attendance at* Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

School Name

Two [2] Hour Stay

Provider Logo

Week of:

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: A=Absent .5 = 57 & < 112 minutes X = < 57 minutes √=Present or ≥ 113 minutes

Page: 1

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
    - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
    - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
    - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pl=zFqzPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (1)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ERB2-1; JUIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

    - Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. Private Provider shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes, the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement, and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date: ___/___/_____

Name	Title
Name	Title
Name	Title
Name	Title
Name	Title

Student's Name: _____ Date of Birth: ___/___/_____

Program Location: _____

Purpose of Meeting: _____

Key Points of Discussion: _____

Goals for Success: _____

Course of Action for Unmet Goals:

Parent Signature _____ Before/After Care Site Representative Signature _____

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

Print Name	Signature	Date

Child Care Supervisor:

Print Name	Signature	Date

Parent or Guardian:

Print Name	Signature	Date

Student:

Print Name	Signature	Date

Other:

Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

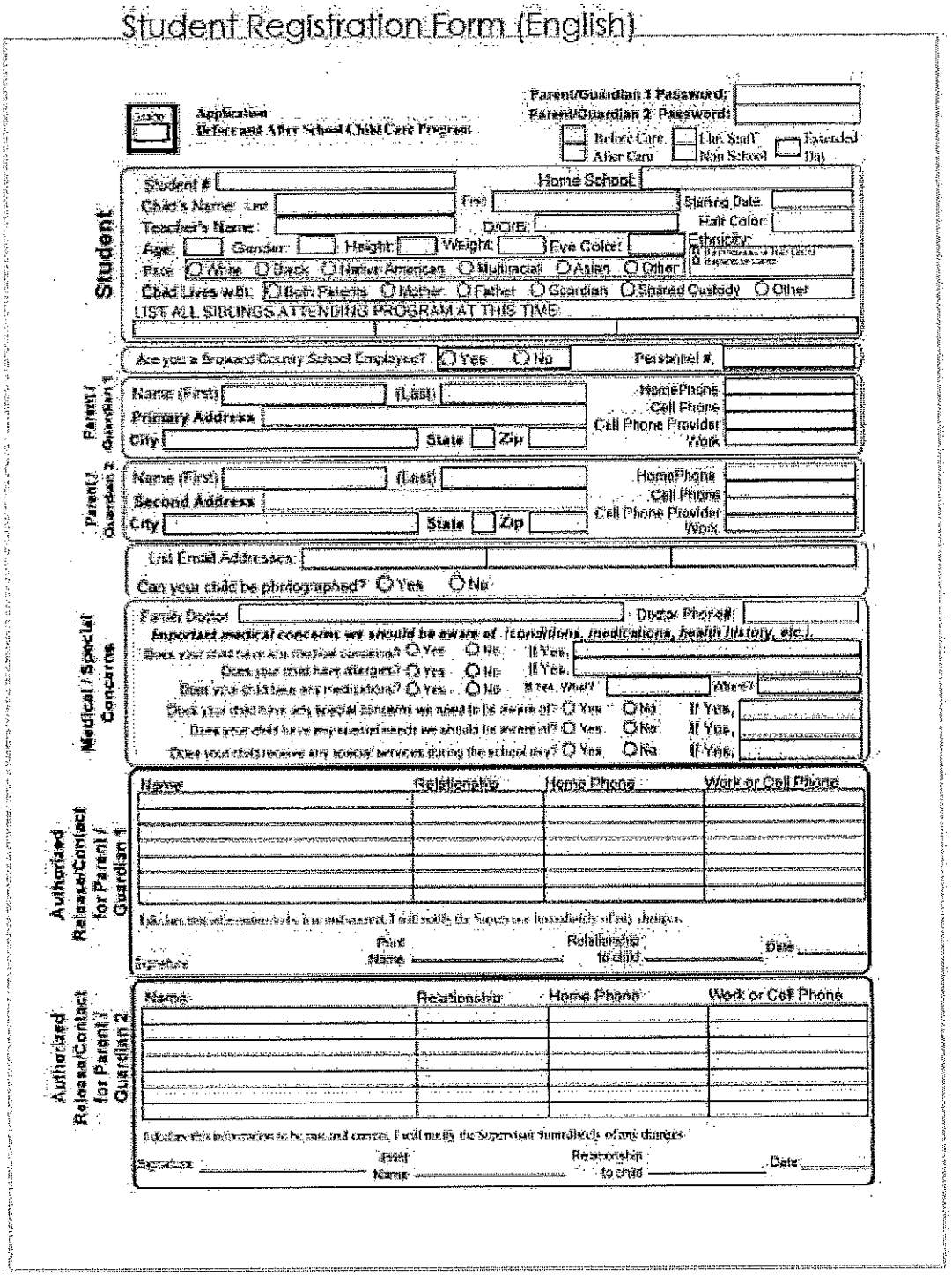
Program Communication Log

School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.



Student Registration Form (English)

Application
Referrant After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care / Dis. Staff / Non School / Extended Day

Student

Student #: Home School:
Child's Name: Last: First: Starting Date:
Teacher's Name: DoOB: Hair Color:
Age: Gender: Height: Weight: Eye Color: Ethnicity:
Race: White Black Native American Multiracial Asian Other
Child Lives with: Both Parents Mother Father Guardian Shared Custody Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes No Personnel #:

Parent / Guardian 1

Name (First): (Last): HomePhone:
Primary Address: Cell Phone:
City: State: Zip: Cell Phone Provider:
Work:

Parent / Guardian 2

Name (First): (Last): HomePhone:
Second Address: Cell Phone:
City: State: Zip: Cell Phone Provider:
Work:

List Email Addresses:

Can your child be photographed? Yes No

Medical / Special Concerns

Family Doctor: Doctor Phone #:
Important medical concerns we should be aware of: (conditions, medications, health history, etc.)
Does your child have any medical concerns? Yes No If Yes,
Does your child have allergies? Yes No If Yes,
Does your child take any medications? Yes No If Yes, What? When?
Does your child have any special concerns we need to be aware of? Yes No If Yes,
Does your child have any physical needs we should be aware of? Yes No If Yes,
Does your child receive any school services during the school day? Yes No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Region: _____ On-Site Supervisor(s): _____

School Name: _____ Signature _____

Attendance Period: _____ Date: _____

	Student's Name	Grade Level	Day																			Attempt No(Optional)	Comments	
1																								1
2																								2
3																								3
4																								4
5																								5
6																								6
7																								7
8																								8
9																								9
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24																								24

E = Enter We Watched A= Accelerated X= Absent P=Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: ____/____/____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The Before & After School Child Care/BASCC Assessment tool is to acknowledge the National After School Association (NAA) "Standards of Quality Care" in the program individual to development of our County Standards in Tamarac, Hollywood, Deerfield Beach, Lauderdale Lakes.

School Name _____ 7/2/2019

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times.

b. Staff members have the following certifications. Documentation must be on site at all times:

- i) Copy of staff certifications for the job they are performing or required (personnel file)
- ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
- iii) Current First Aid (at least two staff on site at all times)
- iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
- v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
- vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies. The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (Private Provider Programs only)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25.	**The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.**	

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26.	**Staff receives appropriate support to make their work experience positive.**	

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27.	**The administration provides sound management of the program.**	

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

	Classifications
2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

	Classifications
3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

School Name: _____

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 8/25/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavlan

Observer 2

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

School Name _____ 7/2/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including, reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
   ii) Lockdown Drills –must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS

f. Accident and incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (Private Provider Programs only)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices, as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date _____

Name of School _____

Page 14 8/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care Quality Standards Needs Assessment Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
ES1_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____ Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____ The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____ A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____ A daily checklist is in place to verify program space is safe and secure.

10f_____ For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____ The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____ Rainy Day schedule, with alternative activity locations

11b-c_____ There are a variety of activities on the schedule.

12d_____ Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____ An academic component for each grade level, in addition to a technology component

13b_____ Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____ Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f_____ Samples of Accident and Incident reports created using the PDMS system

17d&e_____ Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g_____The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19a _____A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)____Parent sign out records, completed in PDMS (aftercare)
iii)____Parent sign in records, completed in PDMS (before care)
iv)____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)____Behavior management
ii)____Non-payment of fees
iii)____Late pick-up
(SBO – show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of *Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting*, in their personnel file.

vi)____ At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c___Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e___Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"

2019/2020

Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



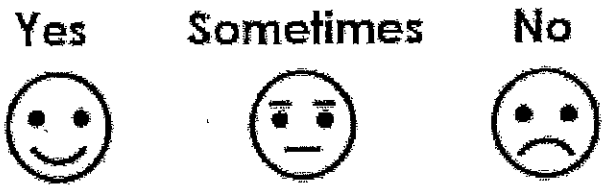
5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



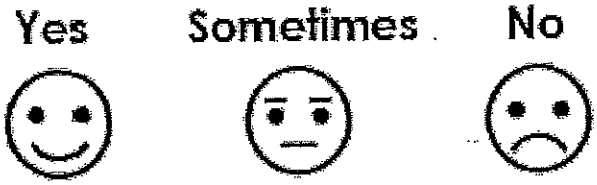
5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISAGREES	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISAGREE	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. [Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBO_EI2D_StaffDevelopmentLog 2014-15
66_f4

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Years: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
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31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

[illegible]

Page 2 of 2

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(24-hour Emergency Contact)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name		Provider Name	
School Address		Program Number	
City		School Phone Number	
Zip Code			

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:		Address	
Phone Number		City	
		Zip Code	

Secondary Evacuation site is:

Name:		Address	
Phone Number		City	

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date | First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date | First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from front desk.
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of emergency card/registration form is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport: _____ Hospital City: _____

Hospital Address: _____ Hospital Zip Code: _____

Fire

- Pull fire alarm/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. Jones- CLEAR - Mr. Jones*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911; Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. – Instruct staff not to lock classrooms and take class emergency information/roster.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact locations; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

and/or

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SSBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gaviian	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3886	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯Yes	◯No	
2. Single point of entry is in place and functioning.	◯Yes	◯No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯Yes	◯No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. (A designated cell phone may be used for this purpose.)	◯Yes	◯No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯Yes	◯No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯Yes	◯No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in FDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. ▫ 1:10 for pre-school and pre-kindergarten students ▫ 1:20 for Kindergarten through 5th grade ▫ 1:25 for 6th grade through 12th grade ▫ Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group ▫ 1:10 for field trips. This is verified by the staff schedule. ▫ Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June. Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in PDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: □ Two staff with current CPR and First Aid training □ All staff with SBBC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training □ One staff member at the program trained in medication dispensing □ All SBC supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required. Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records. In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Bleachtop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

Type

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedge/stuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object
- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed
- ☐ Other

Description of Accident: _____

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?
754-321-3538 office 754-321-3586 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION

Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____

Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____

_____

_____

_____

_____

_____

_____

_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____

(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. BSO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

6305

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medications may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1003.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Luciaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinator

5

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy 5.8).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ Date of Birth: _____ Grade: _____
School: _____ Phone #: _____ Fax#: _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrives, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Office Address _____ Physician's Telephone & Fax Numbers _____

Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medications at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medications.

NOTE:
- Medications must be supplied in the original container. Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medications authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2340 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 11 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ Date of Birth: _____ Grade: _____

School: _____ Phone #: _____ Fax#: _____

Diagnosis: _____ Allergies: _____

TREATMENTS DURING SCHOOL HOURS

Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx ☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement ☐ Care (Cleaning)			
CPT				
Oxygen Dilating				
Ventilator				
Nebulizer Tx.				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered, e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student, e.g. allergy triggers, diabetic reactions, etc.): _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specify: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal, or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th Ct, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20____-20____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

Medication Name	Dosage	Purpose	Alert	
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated at school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation.	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated at school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose).	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/2017

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medication, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Personally Known _____ OR. Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

Rev. 09/2015

2

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ Allergies: _____

Doctor: _____ Phone #: _____ Fax #: _____ Diagnosis: _____

Special Instructions: _____ Safe Effects: _____ Month/Year: _____

MEDICATION

NAME

DOSAGE

TIME TO BE GIVEN

ROUTE

* Record the amount of medication received (i.e. # of pills, amount of liquid, amount remaining) in the "Notes" Section on the Reverse
* Record Time Medication was given for each dose and initial in the appropriate boxes
* If medication is not given, please use one of the following abbreviations to indicate the reason why:

A-absent O-out of medication F-field trip D-discontinued R-refused PW-dose wasted ER-early release day V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date:																					
AM																					
Initials																					
PM																					
Initials																					
AM																					
Initials																					
PM																					
Initials																					
AM																					
Initials																					
PM																					
Initials																					

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 03/13

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
  - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
  - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
  - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
  - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVERSHEET – REVISED

FISCAL YEAR APPLYING:	
PROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school? ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships. _____

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships. _____

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend. _____

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY TRADE AGREEMENT FOR RFP EYS[illegible]
DAY(S) OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of School | Date Submitted | Name of Provider

Specific Need	Hours	Number of Children	Number of Hours Needed	Salary Rate (if applicable)	Total # of Operation for Session	Cost
School Year (SY) 2020-2021 to include Early Release						All provider payments will begin the first week of school. Cancellation fees will not apply for any of the days the District is closed. Fees will be made only for days in session. Payment is dependent on the number of enrolled children present in a session.
Holidays (Days the District is closed)						
Winter Break (Christmas Break) Dates – Dates of Days:						All provider payments will begin the first week of school. Cancellation fees will not apply for any of the days the District is closed. Payment is dependent on the number of enrolled children present in a session.
Spring Break (Easter Break) Dates – Dates of Days:						All provider payments will begin the first week of school. Cancellation fees will not apply for any of the days the District is closed. Payment is dependent on the number of enrolled children present in a session.
Teacher Planning Days						Cancellation fees will not apply for any of the days the District is closed. Payment is dependent on the number of enrolled children present in a session.
School Days*						All provider payments will begin the first week of school. Cancellation fees will not apply for any of the days the District is closed. Payment is dependent on the number of enrolled children present in a session.
June						
July						
August						
Early Release Dates (Dismissal Time)						All provider payments will begin the first week of school. Cancellation fees will not apply for any of the days the District is closed. Payment is dependent on the number of enrolled children present in a session.
*Summer Camp provided upon request at charge of $[illegible] per child per week						

Principal's Signature | Date | ☐ Approved ☐ Not Approved | OEL Representative Signature | Date

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA

Before & After School Child Care (BASCC) Department

Private Provider Registration Fee Remittance Form

In accordance with RFP FY20-087, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP FY20-087.

Date: _____
Private Provider Name: _____ School Year ____ Summer: ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Persons: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SBBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 [28]	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms
	Group bathrooms should have been cleaned from day's use before the assistant starts duties.
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter pickers.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs at desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	* Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3030, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

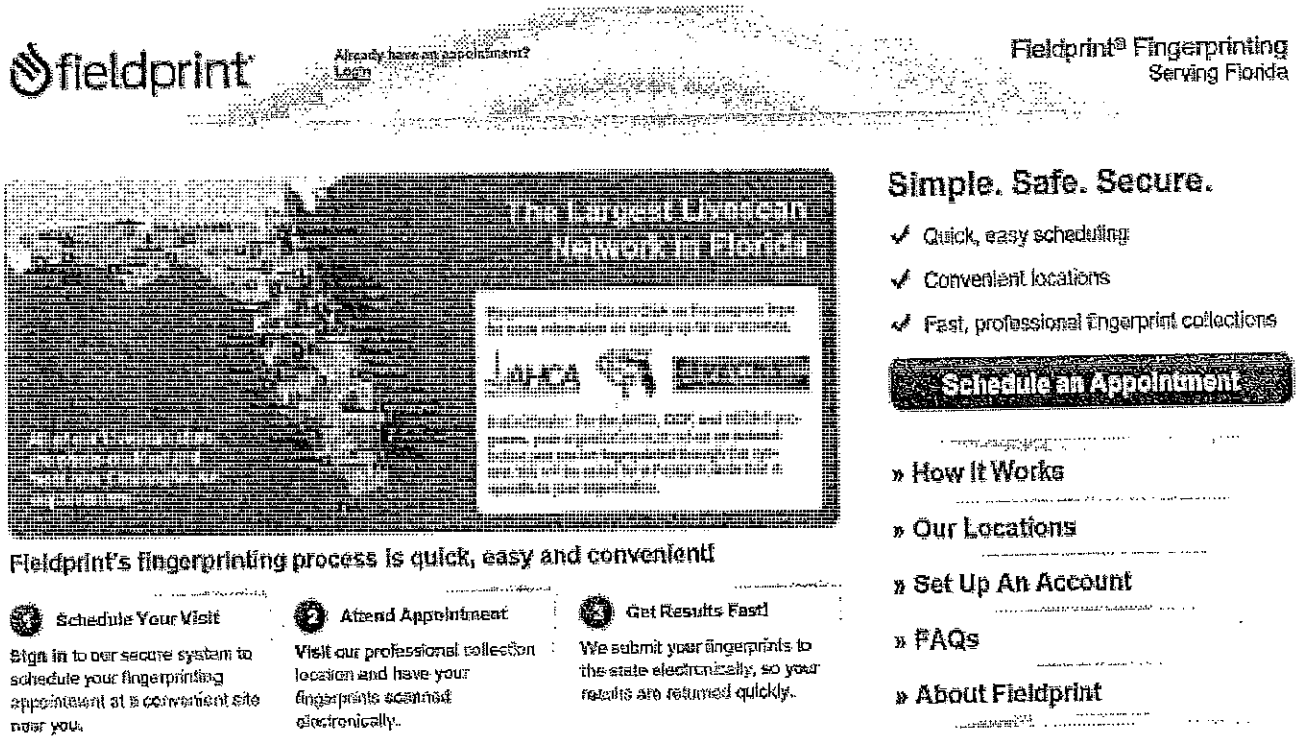
- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section E Employment Information Page 190

FieldPrint Inc. Information



Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ○Yes ○No

If no to the above, is the student being considered for testing? ○Yes ○No

If yes, will you provide a copy of the plan? ○Yes ○No

Please check the special education services received at school:

○Full-time ○Cluster Class

○Part-time ○Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

☐Autism Spectrum Disorder	☐Gifted	☐Specific Learning Disabled
☐Deaf or Hard of Hearing	☐Language Impaired	☐Speech Impaired
☐Developmentally Delayed (Age 0-5)	☐Occupational Therapy	☐Trainable Mentally Handicapped
☐Dual-Sensory Impaired	☐Orthopedically Impaired	☐Traumatic Brain Injured
☐Educable Mentally Handicapped	☐Other Health Impaired	☐Visually Impaired
☐Emotional/Behavioral Disabilities	☐Physical Therapy	☐Diabetic
☐Established Conditions (Age 0-2)	☐Profoundly Mentally Handicapped	☐Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____

Do medications need to be administered during the program? ◯Yes ◯No

If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____

In order to best meet the needs of the student, please complete the following information completely and accurately.

The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ◯Independently ◯Needs Partial Assistance

◯Wears Pull-Ups or Diapers ◯Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: ☐ 1:1 ☐ 1:4 ☐ 1:10 ☐ 1:20 ☐ other _____

(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan

☐ Yes ☐ No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE:

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the 'Pre-enrollment Conference' is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at Intake:

Print Name / Relationship to student _____ Print Name / Relationship to student _____ Date: _____

Print Name / Relationship to student _____ Print Name / Relationship to student _____

Registering Adult: _____

Signature of Registering Adult _____ Date: _____

Agreed upon ratio: ☐ 1:1 ☐ 1:4 ☐ 1:10 ☐ 1:20 ☐ other _____

 ◯ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

_____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

_____

_____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

_____

_____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

_____

_____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e. behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-8863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

☐ **Broward Autism Foundation**
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
Info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

☐ **Center for Hearing & Communication (CHC)** *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

☐ **Center for Independent Living**
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7136 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org
Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

ATTACHMENT B

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Urban League of Broward County, Incorporated

<u>After school childcare for one (1) child</u>	
Ten Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>After School childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	No Charge
Ten Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge
<u>Before school childcare for one (1) child</u>	
Ten Month Fee Per Student	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A
<u>Before school childcare family cost with two (2) students in same school</u>	
Ten Month Fee for first (1st) child	$ N/A
Ten Month Fee for second (2nd) child	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

Urban League of Broward County, Incorporated

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	No Charge
Three Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	No Charge
Three Month Fee for second (2nd) child	No Charge
Registration Fee Per Student	No Charge
Total Fee	No Charge

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SOUTH FLORIDA, INC.
D/B/A YMCA OF SOUTH FLORIDA
(hereinafter referred to as "PROVIDER"),
whose principal place of business is
900 SE 3rd Avenue, Suite 300
Fort Lauderdale, Florida 33316

WHEREAS, SBBC issued a Request for Proposal identified as RFP FY20-007 – Eligibility for Offering Before and/or After School Childcare, Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Centers (hereinafter referred to as "RFP"); dated February 28, 2019 and amended by Addendum No. 1 dated March 19, 2019, Addendum No. 2 dated March 20, 2019, Addendum No. 3 dated March 25, 2019 all of which are incorporated by reference herein, for the purpose of receiving proposals for before and/or after school child care, summer and non-school day programs; and

WHEREAS, PROVIDER offered a proposal dated March 19, 2019 (hereinafter referred to as "Proposal") which is incorporated by reference herein, in response to this RFP; and

WHEREAS, PROVIDER offered Before and After School Child Care, Summer, and Non-School Day Programs in its proposal.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence **upon the execution of all parties** and conclude on **August 31, 2022**. The term of the Agreement may, by mutual agreement between SBBC and PROVIDER be extended for two (2) additional one (1)-year periods and, if needed, one hundred eighty (180) days beyond the expiration date of the renewal period. SBBC's Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from PROVIDER, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement, then;
Second:	Addendum No. 3, then;
Third:	Addendum No. 2, then;
Fourth:	Addendum No. 1, then;
Fifth:	RFP FY20-007 – Eligibility for Offering Before and/or After Child Care Summer and Non-School Day Programs for Elementary, Middle, High and Exceptional School Children Centers
Sixth:	Proposal submitted in response to the RFP by PROVIDER

2.03 **Scope of Services**. PROVIDER shall provide SBBC with services as proposed in its Proposal and in compliance with this Agreement, the RFP, its Addenda and as stated below:

(a) PROVIDER shall respond within forty-eight (48) hours after being contacted by the Before & After School Child Care ("BASCC") department. PROVIDER shall, also, inform BASCC within forty-eight (48) if there is a change with program information regarding supervisor or corporate changes, to include notification of address, email or phone number changes.

(b) PROVIDER shall use the Program Data Management System for every program where it provides services. This must include: sign-in, sign-out for parent pickup, all accident and incident reports, and special needs intake information for students that are identified as receiving special services during the school day.

(c) PROVIDER shall provide a trained campus monitor on every campus for every program they are providing services. The campus monitor will arrive fifteen (15) minutes prior to the start of the program and stay fifteen (15) minutes after the program closes. At no time will a campus monitor be with a group of students or at the desk. The campus monitor shall move around the campus and shall monitor the gate(s). The cost of the campus monitor shall not be passed onto the parents but included as the current cost of doing business. Requirement will change for the campus monitor if deemed necessary by the State of Florida or by the Broward County Public School (BCPS) District.

(d) PROVIDER shall comply with the Before & After School Child Care Operational Handbook, for management of its programs. The Operational Handbook is provided in **Attachment A.**

2.04 **Costs of Services and Payment**.

(a) PROVIDER shall not require parents to pay more than one (1) month in advance of services. Each fee charged cannot exceed twenty percent (20%) of those adopted by SBBC; refer to **Attachment B**.

(b) PROVIDER fees for 2019-2022 for School Board Operated programs shall be Two dollars and 65/100 Cents ($2.65) per hour. PROVIDER fee for 2019-2022 shall not exceed Three Dollars and 18/100 Cents ($3.18) per hour, unless approved by the SBBC. For a typical four (4)-hour program, one hundred eighty (180) school days, and six (6) early release days the cost shall not exceed Two Thousand Three Hundred Twenty-Seven Dollars and 76/100 Cents ($2,327.76) per child.

(c) In addition, the registration fee adopted by SBBC is Thirty Dollars and 00/100 Cents ($30.00) per student. PROVIDER shall not charge higher than twenty percent (20%) of a SBBC program. For the registration fee no more than Thirty Six Dollars and 00/100 Cents ($36.00) per student may be charged.

(d) PROVIDER shall offer a five percent (5%) discount for full time employees of SBBC.

(e) PROVIDER shall provide families with multiple children a five percent (5%) discount for the second child or more in the program.

(f) PROVIDER shall not offer free childcare to any SBBC employee.

(g) School Board Operated (SBO) summer camps cannot not exceed One Hundred Sixty-Five Dollars and 00/100 ($165.00) per week (PROVIDER shall not exceed One Hundred Ninety-Eight Dollars and 00/100 Cents ($198.00) per week).

(h) Discounts for summer programs shall be the same as the fees during the school year.

(i) An employee of the summer camp, or non-school day program, working twenty (20) hours or more a week may receive a fifty percent (50%) discount for each child attending the program.

(j) The Provider's sliding scale fee (**Attachment B**) shall be the same for all sites.

(k) PROVIDER shall remit to the BASCC department, for every student attending the program, Fifteen Dollars and 00/100 Cents ($15.00) per child for the school year of one hundred eighty (180) days, by October 31st of each year and for summer camp, Fifteen Dollars and 00/100 Cents $15.00 per child by the July 30th, each year of this Agreement.

(l) For school year and summer programs PROVIDER shall remit to the school ten percent (10%) and five percent (5%) to the District of gross revenue generated from services provided by 15th of each month for the previous month. Exempt will be Children's Service Council (CSC) funded programs and City Operated programs. Students in a grant funded CSC program and are not a part of the grant will be included in the fees remitted to the District and school.

(m) PROVIDER shall pay Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) facility usage agreement fee for one hundred eighty (180) school days and Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) for summer usage.

(n) PROVIDER shall comply with SBBC Policy 1341 and pay the consumable cost as specified in SBBC Policy 1341 for facility usage.

(o) PROVIDER shall pay to SBBC Seven Hundred Fifty Dollars and 00/100 Cents ($750.00) per day the District is closed (holidays and Friday in the summer). PROVIDER shall also pay the consumable fee as specified in SBBC Policy 1341 for each day it uses the site and the District is closed. It is understood that the Principal will make the decision whether the school will be opened or closed.

2.05 **SBBC Disclosure of Education Records.**

(a) Purpose: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

(b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Informational Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook (**Attachment A**)
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures (**Attachment A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

2.06 **PROVIDER Re-disclosure of SBBC Education Records**

(a) Purposes:

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.

2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.

3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

(b) Types of education records:

1) On condition that PROVIDER has entered into a written contract with CSC for funding related to this Agreement, PROVIDER will re-disclose to CSC the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.). See **Attachment A, Section A**;

(ii) Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A.**

2) PROVIDER will re-disclose to Broward County Childcare Licensing the following education records: (information included on **Attachment A, Section A**):

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) On condition that PROVIDER has entered into a written contract with ELC for funding related to this Agreement, PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form (information included on **Attachment A, Section A**)
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more). See **Attachment A, Section A**)

(c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

(d) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with CSC regarding funding related to this Agreement.

(e) Upon its execution of this Agreement, PROVIDER shall furnish SBBC with a copy of its contract with ELC regarding funding related to this Agreement.

2.07 **PROVIDER Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **HIPAA Compliance.** PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

2.09 **Inspection of PROVIDER's Records by SBBC**. PROVIDER shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of PROVIDER's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to PROVIDER's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to PROVIDER pursuant to this Agreement. SBBC's agent or its authorized representative shall provide PROVIDER with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the PROVIDER's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director The School Board of Broward County, Florida Before & After School Child Care 2301 NW 26th Avenue Building 1 Fort Lauderdale, FL 33311

To PROVIDER:

Sheryl A. Woods, President/CEO
Young Men's Christian Association of South Florida, Inc.
d/b/a YMCA of South Florida
900 SE 3rd Avenue, Suite 300
Fort Lauderdale, Florida 33316

With a Copy to:

Alison Bergman-Rodriguez, Executive Director
Young Men's Christian Association of South Florida, Inc.
d/b/a YMCA of South Florida
900 SE 3rd Avenue, Suite 300
Fort Lauderdale, Florida 33316

2.11 **Background Screening.** PROVIDER shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of PROVIDER or its personnel providing any services under the conditions described in the previous sentence. PROVIDER shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PROVIDER and its personnel. The parties agree that the failure of PROVIDER to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. PROVIDER agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from PROVIDER's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.12 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. PROVIDER shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, PROVIDER shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. PROVIDER shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if PROVIDER does not transfer the public records to SBBC. Upon completion of the Agreement, PROVIDER shall transfer, at no cost, to SBBC all public records in possession of PROVIDER or keep and maintain public records required by SBBC to perform the services required under the Agreement. If PROVIDER transfers all public records to SBBC upon completion of the Agreement, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PROVIDER keeps and maintains public records upon completion of the Agreement, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC 's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT

THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.13 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By PROVIDER: PROVIDER agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by PROVIDER, its agents, servants or employees; the equipment of PROVIDER, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of PROVIDER or the negligence of PROVIDER's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by PROVIDER, SBBC or otherwise.

2.14 **Insurance Requirements.** PROVIDER shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. PROVIDER shall maintain General Liability insurance during the term of this Agreement with limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Damage to Rental Premises. PROVIDER shall maintain Damage to Rental Premises insurance during the term of this Agreement to include coverage for the perils of Fire, Vandalism, and Malicious Mischief $1,000,000 per Occurrence.

(c) Workers' Compensation. PROVIDER shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Sexual Abuse / Molestation Liability. PROVIDER shall maintain Sexual Abuse / Molestation Liability insurance during the term of this Agreement covering all wrongful acts, errors, and/or omissions associated or arising out of services provided under this contract with limits of not less than $1,000,000 per occurrence.

(e) Auto Liability. PROVIDER shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by PROVIDER to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS

Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit PROVIDER to remedy any deficiencies. PROVIDER must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.

All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

2) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(i) Cancellation of Insurance. PROVIDER is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(j) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.15 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, PROVIDER represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC Policy 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, PROVIDER shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall PROVIDER retaliate against any person for reporting instances of such discrimination. PROVIDER shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. PROVIDER understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.16 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.17 **Incorporation by Reference.** **Attachment A** and **Attachment B** are attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10)

business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver**. The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

[THIS SPACE IS INTENTIONALLY LEFT BLANK]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Heather P. Brinkworth, Chair

ATTEST:

_____
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com
Reason: Young Men's Christian Association of South Florida, Inc. d/b/a YMCA of South Florida - RFP FY20-007 (2)
Date: 2019.08.23 08:25:14 -04'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR PROVIDER:

(Corporate Seal)

ATTEST:

YOUNG MEN'S CHRISTIAN ASSOCIATION OF SOUTH FLORIDA, INC. D/B/A YMCA OF SOUTH FLORIDA

By _____

Print Name: Sheryl A. Woods

Title: Pres/CEO

_____, Secretary

-or-

_____
Witness

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 2nd day of August, 2019 by Sheryl A. Woods of
Name of Person
YMCA of South Florida, on behalf of the corporation/agency.
Name of Corporation or Agency

He/She is personally known to me or produced N/A as identification and did/did not first take an oath.
Type of Identification

My Commission Expires: 12/12/22

_____
Signature – Notary Public

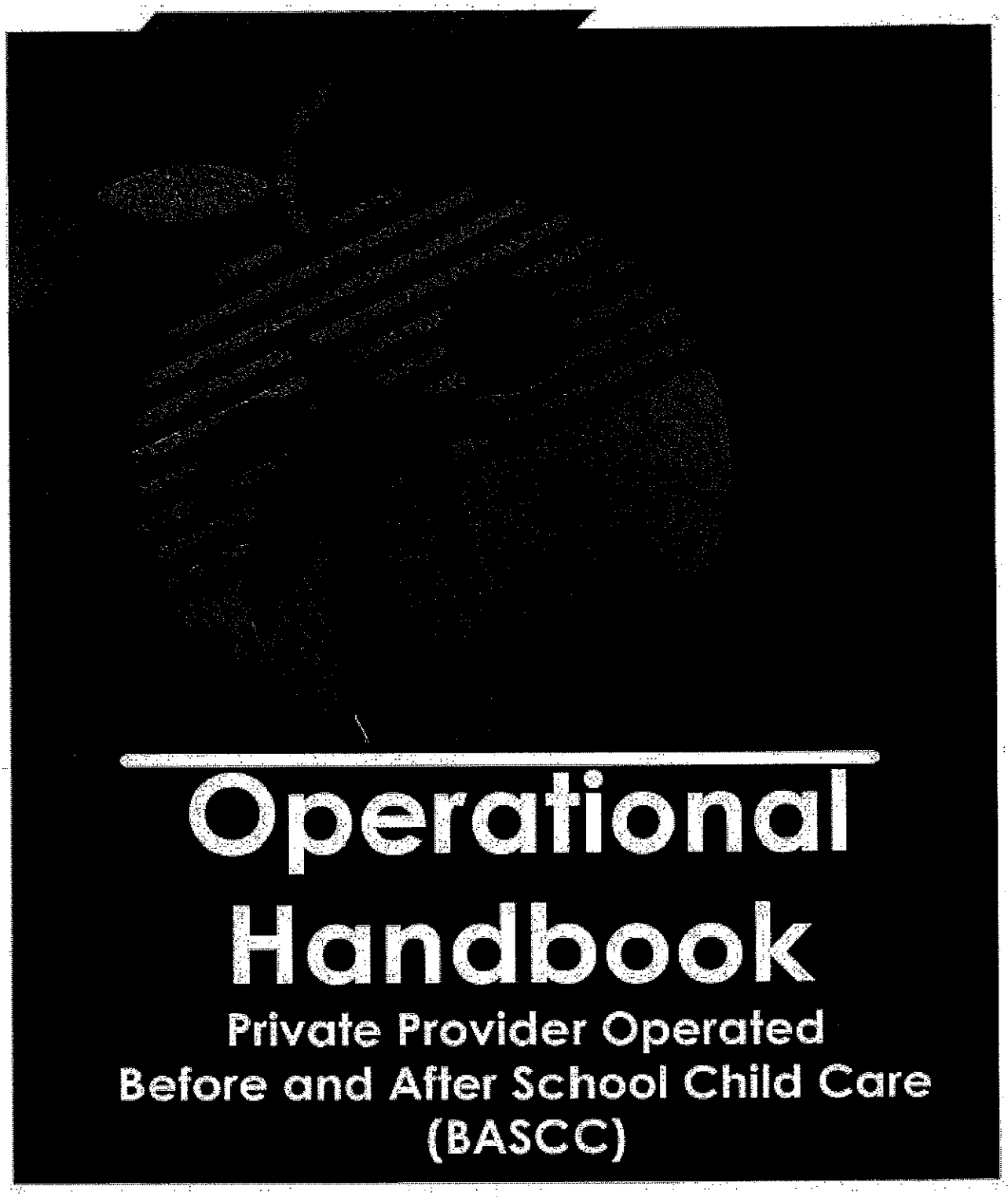
Okara Gardner-Eugene
Printed Name of Notary

(SEAL)

GG 283729
Notary's Commission No.

OKARA GARDNER-EUGENE
Notary Public - State of Florida
Commission # GG 283729
My Comm. Expires Dec 12, 2022
Bonded through National Notary Assn.

BEFORE AND AFTER SCHOOL CHILDCARE
PROVIDER OPERATED HANDBOOK



This Handbook many be revised at any time during the term of the contract.

Before & After School Child Care (BASCC) Operational Handbook

The School Board of Broward County, Florida

Heather P. Brinkworth
Chair

Donna P. Korn
Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

For more information call 754-321-3330

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the American with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before & After School Child Care program will protect the confidentiality of students according to Federal and State privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Change log

Date	Section	Page	Comment

Contact Information

Name	Position
Dr. Deborah Gavilan	Director
Michael Berg	Program Supervisor
Diann Holmberg	Program Supervisor
Wendy Rosenthal	Program Supervisor
Javier Garcia	Systems Analyst III
Azhar Khan	Micro-Tech Specialist
Renardo Nash	Micro-Tech Specialist
Corinne Voto	Bookkeeper
Cynthia Robinson-Medlock	Data Entry Operator II

Location Information:

Office: 754-321-3330
Fax: 754-321-3333
Tech Support Line: (754) 321-3314
Website: http://basccbroward.com
Email: basccbroward@browardschools.com

Mission Statement

The mission of Before and After School Child Care (BASCC) is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A cultural and enriching program that promotes the physical, intellectual, emotional, and social development of each child
- A program that meets the highest quality of child care standards

The approved Before & After School Child Care (BASCC) guidelines state:

"In response to an expressed community need, Broward County community schools began to satellite after school supervision programs at several elementary schools as early as the 1979-1980 school year. However, as a need for on-site pre-kindergarten to grade five (5) child care during school holidays was identified, these programs were expanded and administered under the auspices of non-profit government agencies. In 1994-1995, state funding was authorized to provide before and after school programs for middle school students."

History of Before and After School Programs

The School Board of Broward County approved on-site before and after school child care guidelines in May 1992. The guidelines were developed by a Task Force representing community agencies, after school child care providers, and the School Board. One of the intents of the guidelines was to formulate a blueprint for the development of an Operational Handbook designed to operationalize the guidelines for use, beginning with the 1992-1993 school year. An Operational Handbook Committee met between November 1991 and June 1992 to develop the Before & After School Child Care Operational Handbook for on-site before and after school child care programs. The handbook is reviewed annually.

Elementary, middle, and some high schools and centers in Broward County provide before and after school child care programs in response to community needs. In 1991-1992, the principals of fourteen satellite schools serving as their own providers, met on a monthly basis to develop policies and procedures for the implementation of quality child care programs in their schools. The Operational Handbook is a result of their experiences, ideas, and creativity, in addition to that of their colleagues in the community schools. It is a "living" document that is added to and adjusted as the need arises.

Acronyms

For the purpose of this document, the following acronyms will be used:

- Before & After School Child Care (BASCC)
- School Advisory Council (SAC)
- School Advisory Forum (SAF)
- School Board Operated (SBO)
- Private Providers (PPO)
- Security Tracking and Response Project (STAR)
- Broward County Public Schools Special Investigative Unit (SIU)
- Program Data Management System (PDMS)
- Declaration of Vacancy (DOV)
- Operational Handbook (OH)
- Request for Proposal (RFP)

BASCC Policy 6000.3

6000.3 6000.3

BEFORE AND AFTER CARE STUDENT PROGRAMS

THE BOARD AUTHORIZES ON GROUNDS BEFORE AND AFTER SCHOOL CARE PROGRAMS WHEN REQUESTED BY PARENTS.

Authority: F.S. 230.22 (1) (2); 230.2305 Rules Amended: 9/21/93
POLICY ADOPTED: 9/15/92

Rules:

1. Authorized providers include:

   a. The School Board (community school and/or elementary school).

   b. Non-profit, non-School Board providers who have successfully completed the School Board's Request for Proposal (RFP) process and have been recommended by the Superintendent and approved by the School Board.

2. The School Advisory Council or School Improvement Team at each school will recommend to the principal the authorized provider that best meets their requirements.

3. These programs shall be implemented to provide a supervised program of activities, including a balance between recreation, play, enrichment, snack, homework completion, and quiet time.

4. The School Board authorizes the Superintendent (designee) to develop and distribute a reference document (to be revised and refined as needed) addressing all aspects of the program for use by principals and providers.

5. Weekly fees and registration fees will be charged by School Board providers to all affected parents based on the Board adopted fee schedule.

6. An After School Care Fund will be established to offset the cost of additional staffing for identified students and to provide funds for eligible children in the School Board community school and elementary school operated After School Child Care Programs. Revenue for the Fund will be generated from: (1) the balance carried over at the end of each year from each School Board community school and elementary school operated program except for an amount retained by the schools for start-up costs; (2) weekly fees collected for full participation in the program; and (3) funds obtained through grant, foundation and business support. An After School Care Fund Committee will monitor and evaluate the progress of the Fund.

Authority: FS. 230.22 (1) (2); 230.2305
RULES ADOPTED: 9/15/92 Rules Amended: 9/21/93

School Board of Broward County Policies

POLICY TITLE	POLICY #
Administration of Medications/Treatments	6305
Advertising	6300
Anti-Bullying	5.9
Assaulting Personnel	4017
Audiovisual Materials Use Policy	6100
Before and After Care Student Programs	6000.3
Bomb Threat Procedures	2.4
Building Evacuation Drills	2305
Ceremonies at All School Board-Sponsored Functions	1344
Clubs and Organizations	6205,5201
Coordination of Examinations by Outside Audit Groups	3101
Copyrighted Materials - Reproduction Usage	6318
Distribution of Video Tapes and Films	6740
Drug-Free Workplace	2400
Employee Disciplinary Guidelines	4.9
Facility Security	2302
First Aid	5303
Food and Beverage Services Available to Students	3.2
Gifts to Schools	3412
Instruction and Instructional Materials for Minority Cultures	6307
Insulting Personnel: Disturbing School Functions	4018
Internal Accounts	3411
Leases-Rentals of Real Property and Facilities	2314
Long Distance Phone Calls	3201
Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision	5.3
McKinney-Vento Act for Homeless Students	5.1A
Non-School Funds	3.1
Promotion and Public Relations Funding	3413
Property Accountability and Responsibility	3204
Publications	6207
Reporting Injuries	2301
School and District Technology Usage	5306
Self-Reporting Rule-Arrests/Charges and Final Dispositions	2405

Smoking on School Board-Owned Premises	1120
Special Investigative Unit (SIU)	4017.1
Taking a Dependent Child into Custody	1162
Treatments of Students and Employees with Communicable Diseases and Conditions	5012
Tutoring	4202
Use of Broward County School Facilities for Commercial Film	1341.1
Weapons	2304.1
Workplace Violence	2410

FERPA/HIPAA

SBBC Disclosure of Education Records

a) **Purpose**: For private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to SBBC students. PROVIDER shall have limited access to the Program Data Management System (PDMS) to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

b) SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1. Before & After School Child Care student application form
2. Special Needs Informational Document
3. Accident/Incident Reports
4. All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5. All documents provided within the PDMS program provided by BASCC requiring parent/guardian signatures.

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Re-disclosure of SBBC Education Records (FERPA)

a) **Purposes:**

1) PROVIDER will re-disclose (provide access to) education records to the Children's Services Council of Broward County ("CSC") for billing, verifying eligibility, research (of the effectiveness of CSC programs) and funding related to this Agreement, on condition that PROVIDER has entered into a written contract with CSC for funding thereon.
2) PROVIDER will re-disclose (provide access to) education records to Broward County Childcare Licensing and Enforcement for safety inspections.
3) PROVIDER will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. ("ELC") for funding purposes related to this Agreement, on condition that PROVIDER has entered in to a written contract with ELC for funding thereon.

b) Types of education records:

1) PROVIDER will re-disclose to The Children's Services Council of Broward County (CSC) the following education records:

(i) CSC grant form / demographics (includes students' first and last names, student identification number, date of birth, grade level, , ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores,).
(ii)Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

2) PROVIDER will re-disclose to Broward County Childcare Licensing and Enforcement the following education records:

i. Student registration form (general enrollment information)
ii. Incident / accident reports
iii. Swim Central Water Safety Survey
iv. Written release / password
v. Authorization for emergency medical treatment / transport
vi. Authorization for medication administration
vii. Parent/guardian signatures on Child Care Licensing policies
viii. Field trip permission

3) PROVIDER will re-disclose to Early Learning Coalition of Broward County, Inc. the following education records:

i. Student registration form
ii. Sign-In History Form (includes student name, student identification number, attendance dates and times, and more)

c) PROVIDER shall obtain written consent from each student's parent/guardian or student age 18 or older prior to re-disclosing or allowing access to the education records listed in this section and ensure that it provides same written consent to SBBC.

PROVIDER Confidentiality of Education Records

(a) Notwithstanding any provision to the contrary within this Agreement, PROVIDER shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;
2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;
3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;
4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;
5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;
6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law,

including, but not limited to, those required by Section 501.171, Florida Statutes;
7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;
8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;
9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;
10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and
11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) PROVIDER shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

HIPAA Compliance. PROVIDER acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. PROVIDER shall use, disclose and protect PHI in compliance with HIPAA.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Provider Name

Provider Logo

Consent Form

Provider Name: _____

Location of Program: _____

Student Name: _____ **Date:** _____

Address: _____

Registering Adult: _____

Provider Re-Disclosure of Education Records

Please read each item below and select "Yes" or "No"

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) education records to the Children's Services Council (CSC) of Broward County for billing, verifying eligibility, research of the effectiveness of CSC programs, and funding. Types of information provided: CSC grant form/ demographics (includes students' first and last names, student identification number, date of birth, grade level, ethnicity, cultural influence, U.S. Census race, country of birth, language spoken at home, gross income, parental information, number of children in household, last four digits of Social Security Number, parental employment verification, and progress data including pre- and post-test scores.
Sign-In History Form (includes student name, student identification number, attendance dates, time and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose to the following education records to Broward County Childcare Licensing and Enforcement for safety inspections. Types of information provided:
Student registration form (general enrollment information), incident / accident reports, Swim Central Water Safety Survey, written release / password, Authorization for emergency medical treatment / transport, authorization to medication administration, parent/guardian signatures on Child Care Licensing policies, and field trip permission.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

The purpose of the below is that:
PROVIDER Name will re-disclose (provide access to) Early Learning Coalition of Broward County, Inc. (ELC) for funding purposes.
Types of information provided: To include registration form, and Sign-In History Form (includes student name, student identification number, attendance dates and times, and more).

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC Disclosure of Education Records

Please read each item below and select "Yes" or "No"

Purpose: for private providers of Before & After School Child Care programs (including summer camp programs) to enroll and provide services to School Board of Broward County (SBBC) students. SBBC will grant the PROVIDER limited access to the Program Data Management System (PDMS), to obtain the personally identifiable student information listed in this section. Access must be limited to only the information of the students the PROVIDER serves.

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

SBBC shall provide PROVIDER with access to personally identifiable student information as available on the PDMS, including but not limited to the following:

1) Before & After School Child Care student application form
2) Special Needs Information Document
3) Accident / Incident Reports
4) All documents provided in the Before & After School Child Care (BASCC) Operational Handbook
5) All documents provided within the PDMS program provided by BASCC requiring parent/guardian signature

Parent/Guardian 1 Signature: _____ Date: _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Logo

Please read each item below and select "Yes" or "No"

I hereby give my consent to have my child to participate in all activities at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I hereby give my consent to have my child to participate in all food programs, including all meals at Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Provider Name

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

I also realize that Provider Name will not be responsible for any minor injuries which might occur during the normal school day.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Student's Name, DOB, age .

My child must be in 6 grade or higher and 12 years old to sign themselves in or out.

I authorize Provider Name to allow my child to sign themselves in or out of the program.
I understand there are no crossing guards since school is not in session.

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Authorization for Emergency Medical Treatment

The purpose of the below is that:
In case of an emergency, Provider Name will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency.

If for any reason we are unable to reach the aforementioned person, I authorize Provider Name to use emergency services and have them transport my child to the nearest medical facility.

I acknowledge that program will perform any emergency procedure at the discretion of that medical facility.

Emergency Name: _____
First person to call when the registering adult cannot be reached

Emergency Telephone Number: Home: _____ **Work/Cell:** _____
First number to call when the registering adult cannot be reached

I have health insurance: ○ Yes ○ No If yes, please provide the following information.

Name of Insurance Agency: _____

Name on Card: _____ **Insurance Card ID Number:** _____

Group Number: _____ **Coverage Elective Date:** _____

I have read the above medical treatment requirement and give consent:

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

Provider Name

Provider Logo

Discipline Policy

Provider Name: _____

Location of Program: _____

Student Name: _____

The purpose of the below is that:
We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life.

We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner.

Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program.

Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program.

I have read and fully understand Provider Name discipline policy.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Parent Handbook

I acknowledge that I have received a copy of Provider Name "Parent Handbook".

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree.

Provider Name

Provider Logo

Swim Central

Provider Name: _____

Location of Program: _____

Student Name: _____

SWIM CENTRAL FORM: If you have received the Swim Central Packet via US Mail, or if your child already knows how to swim, please sign below. If not, please complete the Swim Central form.

Parent/Guardian 1 : _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, my child knows how to swim.
◯ No, my child does not know how to swim, however I will complete the swim central form.
◯ No, I will not complete the swim central form.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on the "*Influenza Virus, The Flu, and A Guide to Parents*":

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I have received. ◯ No, I have not received.

Media Release

The purpose of the below is that:

AUTHORIZATION FOR MEDIA RELEASE: I understand that Provider Name, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I have read the above and hereby give my consent.

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

◯ Yes, I agree. ◯ No, I do not agree.

Provider Name

Provider Logo

Payment Policy

Provider Name: _____

Location of Program: _____

Student Name _____

The purpose of the below is that:
Regular Program Fee: A fee of Program Fee for Program Payment Number payments and a non-refundable registration fee of Program Registration fee per family. Tuition is due along with the registration fee, made payable to Provider Name. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School employees, *(please provide a copy of your School Board badge)*. Provider Name also has a limited number of scholarships available for families needing assistance.

GRANT FUNDED PROGRAM FEE: Provider Name has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted at the site during the payment period. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Payment must be made by check or money order. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available.
These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits of your site.

RETURNED CHECKS: There is a returned check charge of Program Return Check fee. All subsequent payments must be provided by money order, for the period of one year.

LATE PICK-UP CHARGE: A late pick-up fee of $15 is charged for each 15 minute increment of time, i.e. [1-15 minutes ($15); 16-30 minutes ($30); 31-45 minutes ($45), etc.] when the parent/guardian is late in picking up each of his/her children. After 3 late pick-ups Provider Name reserve the right to drop your child from our enrollment.
I acknowledge receipt of the "Schedule of Fees" to be paid by me for my child's attendance at Provider Name. *I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost, 18% interest on the unpaid charges, and a reasonable attorney's fee for counsel to* Provider Name

Parent/Guardian 1: _____

Parent/Guardian 1 Signature: _____ **Date:** _____

○ Yes, I agree. ○ No, I do not agree.

Provider Name

School Name

Two (2) Hour Stay

Provider Logo

Week of: 7/

Student Names	Date	Monday				Tuesday				Wednesday				Thursday				Friday			
		Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature	Time In	Time Out	Code	Signature

.5 Unit

1 Unit

Provider Address

Codes: A=Absent .5 = 57 ≤ 112 minutes X = ≤ 57 minutes √ = Present or ≥ 113 minutes

Page: 1

Section A Program Information Page 18

Program Selection

When parents request the services of an on-site BASCC program, the School Administration in collaboration with the SAC, shall select either a School Board Operated (SBO) or Private Provider Operated (PPO) program for the school.

According to BASCC guidelines, to ensure the quality of all BASCC on-site programs, a five-year Request for Proposal (RFP) shall be implemented for non-School Board, non-profit providers. An RFP Evaluation Committee shall rate proposals based on the established criteria and submit a list of recommended authorized providers to the Superintendent for final approval.

RFP FY20-007 states:

Program selection will be based on presentations by providers and visits to providers' sites. Before distribution, all printed promotional material must be on file with BASCC, and be pre-approved, in writing, by the Before and After School Child Care department (BASCC). Providers are not permitted to contact school principals to offer their company's service. If the school is interested in changing providers, or providing child care for their location, it is their responsibility to contact the provider. Providers must follow the timeline set by BASCC for distribution of promotional material to schools. This timeline, as specified by the BASCC Operational Handbook, will allow for an annual distribution by providers, through the department, as a mass mailing that occurs in October of each year. Failure to follow this requirement, will be a violation of the RFP.

The Chief School Performance and Accountability Officer and the BASCC Director will be notified, by the principal, if a provider change takes place.

Guidelines for Provider Change and Selection of Before and/or After School Child Care Program

I. Introduction

This guide is designed to assist in the implementation of School Board Policy 6000.3 - BASCC programs. It contains information which will aid parents, School Advisory Councils (SAC), and school principals in establishing the selection of an on-site Before and/or After School Child Care program.

The rules in the policy are consistent with the Operational Handbook (OH) regarding determining the best possible program for families with children in before and/or after school care.

II. Background

An on-site BASCC program is established to provide inclusive programs that are safe and nurturing in a comfortable environment. Schools, that have enough parent interest to support a childcare program, may establish an on-site program to meet the needs of their students. The program must have enough students in attendance to be fiscally sound. Programs are not funded by the District, but are fee-based. Parent fees cover the cost of operating the program.

Private providers can be selected to provide a service when a school deems that they are unable to operate a program on their own. The private providers must apply for a Request for Proposal (RFP) through the Procurement and Warehousing Services of Broward County Public Schools. The private providers agree to follow the guidelines of School Board Policy 6000.3, the provisions of the RFP, and the BASCC Operational Handbook.

III. Responsibilities of the SAC or School Advisory Forum (SAF)

When parents request the services of on-site before and/or after school child care, the school's principal and SAC at the school shall identify the best program, either school board operated (SBO) or private provider operated (PPO), that will best meet the school's needs.

The SAC will make a yearly recommendation to the principal as to the provider for the upcoming year.

IV. How to Begin a New Program

This step is completed when there is no current program on-site.

Use a survey to determine the approximate number of students who will participate. The principal will also include estimates from parent groups and projections based on the prior year's school enrollment, etc.

If a need for an on-site childcare program is determined, a SAC meeting will

occur and a vote will take place. This vote will establish if the school should offer a program, and whether an SBO or PPO program will best meet the needs of the school. If the program will be SBO, the school is required to determine who will be responsible for operating the program (the supervisor). This will help to ensure the success of the new program.

Once the decision has been made to operate an SBO or PPO program, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer with a copy to the Director of BASCC, located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating a decision has been made to begin a program.

If the principal and SAC decide to have a private provider for the program, the school will need to invite at least three (3) providers to give a presentation to the SAC.

Revenues earned from the program must be enough to support the cost of doing business. The childcare program may not, at any time, negatively affect the school's budget.

V. How to Change Providers (SBO or PPO)

Please note, in order for a change to take place, the new provider must ensure that the level of quality services can be maintained.

a. The principal will call the BASCC department at 754-321-3330, and ask for a list of providers, and the schools they currently manage.

b. The principal, along with the SAC team, will investigate which type of program will best meet the needs of the school community.

c. As part of the selection process, the principal will make contact with private providers or school board operated programs, and request references of their school programs.

d. The principal will review the previous year's results from the annual "Family Satisfaction Survey". This document is found in both the SBO and PPO Operational Handbooks. The results will be shared with SAC.

e. The principal or designee, along with SAC, will make a visit to at least two other schools to assist in determining the best program design for the school's schedule.

f. The principal will review results of his/her investigation with the SAC. A determination will be made as to whether the school is best served by being a provider itself (SBO) or choosing an outside provider (PPO). The principal must present reasons for the change of program to the SAC.

g. Voting will follow SAC Bylaws - Article VI. Meetings

Section 7. A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. To establish a quorum, a majority of the membership of the council (more than half the members) must be present at the meeting.

Section 8. SAC meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. SAC meeting discussions will be restricted to those topics on the agenda. Other matters will be deferred to another SAC meeting, School Advisory Forum, PTA/PTO, or the principal.

Section 9. Voting will be conducted orally by asking all in favor to say "Yea" and those opposed to say "Nay". If there is any doubt as to whether or not there is a majority for or against the vote, a roll call must be taken. Voting on high-stakes issues such as Recognition Funds and Waivers shall be conducted by a roll call. All votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's Sunshine Law). All votes will be scheduled early in the beginning of the agenda.

a. Policy 6000.3 requires the SAC to make a yearly recommendation to the principal stating who they think the provider of the program should be for the upcoming year.

If the recommendation is to change providers, the principal and SAC Chairperson will send a signed memorandum, within 48 hours, to the Chief School Performance and Accountability Officer, with a copy to the Director of BASCC located at 2301 NW 26th Street, Fort Lauderdale, FL 33311, indicating the decision to change the program.

At the same time, the principal must give a 60-day written notification to the existing provider, stating that their services will no longer be needed.

For an appropriate change to take place, this decision should be determined no later than April 30th of each school year.

VI. Recommended Timeline for a Change of Program – 6 Steps

Please note, to change programs, the new provider must ensure that the level of quality services can be maintained.

1. November – Send out provider information to all elementary/middle/high and centers schools.

2. December – Contact the BASCC department and other schools to discuss options. If the school is happy with the current program, no change will take place.

   If the school is unhappy with the current program, the principal will email the Director of the Before and After School Child Care department or call 754-321-3330 and ask to speak with the Director to discuss the process and

steps to follow.

3. January – (Investigate) Review results of investigation with the SAC/SAF. A committee will be created to investigate the program that will best meet the needs of the school. The committee includes the principal and SAC team members. They should visit at least three locations, and bring back the information to share with SAC. A determination must be made as to whether the school is best served by choosing an outside provider or being an SBO provider itself.

4. February/March – Voting Ballot for SAC/SAF. For the vote to take place, the SAC must follow the Bylaws and provide notification in advance of what will be discussed at the SAC meeting. If SAC Bylaws are not followed, the vote will be null and void and a change may not take place.

5. March/April – (Final Decision) The principal, in collaboration with the SAC/SAF, will select the provider for the school. This decision should be determined no later than April 30th of each school year.

6. May – Chief School Performance and Accountability Office and BASCC Director receive notification.

An immediate change of program will occur if one or more of the following take place.

1. If a private provider gives a 60-day written notice to the school, stating they will no longer provide service.

2. If a private provider is found to be out of compliance with the Request for Proposal (RFP), through the purchasing department of Broward County Public Schools.

3. If there are safety concerns, and the concerns have not been addressed in a timely manner.

School Advisory Council Ballot to Begin or Change An On-Site Child Care Program, Attachment 1

ATTACHMENT 1

Parent Interest Survey in Providing After School Child Care Services

SCHOOL ADVISORY COUNCIL (SAC) BALLOT
TO BEGIN OR CHANGE AN ON-SITE CHILD CARE PROGRAM

School: _____

Date: _____

Name of SAC voting member: _____
(Please Print)

- ☐ Yes, I want this school to begin on-site Before Care services.
- ☐ Yes, I want this school to begin on-site After Care services.
- ☐ No, I do not want the school to offer an on-site program at this time.

If YES for either of the above, complete the following:

- ☐ I want the school to offer a School Board Operated (SBO) program.
- ☐ I want the SAC to invite private providers to present.

CHANGE PROVIDER

- ☐ Yes, I want to change Before and/or After School provider.
- ☐ No, I do not want to change Before and/or After School provider.

If YES, my vote is for the following provider:

_____

_____
SAC Voting Member Signature

Parent Rubric for Selecting a Provider

(Example of a Scoring Rubric for selection of a Provider of Child Care)

THE SCHOOL BOARD OF BROWARD COUNTY
PARENT RUBRIC FOR SELECTING A PROVIDER FOR THE
BEFORE & AFTER SCHOOL PROGRAM AT
(SCHOOL NAME)

Below is a Rubric for you to score the providers who are presenting. Circle the score and total the amount at the bottom.

1 = Poor	2 = Fair	3 = Average	4 = Good	5 = Excellent

Areas to Score	Provider Name	Provider Name	Provider Name
Flexibility of Program	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
School Philosophy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Hours of Operation	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Academics	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Providing Adequate Materials	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Stability of Supervisor and Staff	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Cost	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Total for Each			

Program Components

Program components are designed to physically, intellectually, socially, and emotionally meet the needs of all participants. Activities will be adapted for Exceptional Student Education (ESE) students, if necessary. See Section F - Special Needs Guidelines for more information.

BASCC programs should offer a variety of activities and include the following:

- Active and physical activities
- Independent and quiet activities
- Small and large group activities
- Enrichment activities such as cooking, crafts, and drama

All programs must include the following:

- At least one academic component per grade, twice per week, such as book clubs, language arts, social studies, science, math, or other curriculum
  - Homework assistance does not meet this requirement.
- Access to technology must be available for all grade levels, at least once per week.
- Structured outdoor activities should occur daily.

BASCC programs should include a daily plan of activities including the following:

Attendance

- At the beginning of the BASCC program, attendance must be taken
- Attendance must be verified within the first twenty(20) minutes of program start time.
- BASCC attendance records must be verified with the school's daily attendance printout and early dismissal sign-out forms.

Outdoor Play

- After a long day of learning and structure, most students enjoy the opportunity to play in unstructured activities for at least thirty(30) minutes before structured activities begin.

Snack/Dinner

- Students may bring a snack from home, or purchase nutritious snacks from vending machines located at the school.
- The Food and Nutrition Services department may provide breakfast, dinner, or snack to qualifying schools.
- At least fifteen minutes is recommended for snacks. The schedule should be adjusted if the program is offering breakfast or dinner.
- Meal time must be supervised. Staff are required to move around the students and monitor, they are not to stand in one place.
- Gloves must be worn when serving food.

Homework

- A quiet location, that is conducive to task completion, must be set aside for homework.

- Assistance from a childcare worker must be available.

Quiet Time
- A supervised quiet period for activities such as story-time, board games, puzzles, card games, or relaxation.

Outdoor Activities
- Organized and sequential team games, locomotion skill activities, or other outdoor activities are encouraged.
- These activities must be supervised.
- BASCC suggests that contact games such as football, including flag football, soccer, and basketball, may only be presented by a qualified SBBC Coach, or an approved outside vendor.

Planned Activities: Activities may be scheduled or offered as choices
- Arts/Crafts: Individual or group projects for multi-age or homogeneous groups of students
- Music: Sing-along sessions, music appreciation, activities using movement or action
- Social Emotional Learning
- Enrichment: Cooking, science experiments, construction/carpentry, blocks, dramatic play, puppets, stitchery, weaving, quilting, gardening, poetry, baton twirling, photography, dance, storytelling, tutoring, etc.
- Foreign Language (optional): Spanish, French, Chinese, or American Sign Language

Use of Televisions, Videos and DVDs
- Televisions, videos, and DVDs may only be used as part of a follow up activity, and must have an objective.
  - They may not be used as part of the daily program.
- Check with your school's media specialist, or designee, before purchasing or using videos or DVDs.
- Copyright laws forbid the use of videos in BASCC programs unless the producer has granted public performance rights.
  - If an FBI warning notice appears at the beginning of the film and public performance rights have not been granted, the film is copyrighted and it is a violation of the law to show it to a group.
- Per School Board Policy 6100, no commercial videos brought in by students or staff members may be shown.

Developmental Considerations

BASCC programs include students of many ages with a wide range of developmental levels. Programming should reflect students' developmental needs. Activities should be adapted to the skill levels and interests of students.

Child development specialists attribute certain typical behavior patterns to different age ranges. "The American Academy of Pediatrics" and "Bloom's Taxonomy of Learning" are referenced in this document. Changes are constantly taking place within each individual. A child's behavior pattern may not fit into these patterns.

Ages Four Through Seven: Strong Attachment to Home and Family Environment

- Have short interest span
- Are aware mainly of self and own desires
- Prefer highly imaginative make-believe play
- Like to explore their expanding world
- Desire repetition of enjoyable experiences. Easily upset by change in routines or environment
- Are learning to get along with one another, and work and play in small groups
- Are very dependent on adults for meeting physical and emotional needs
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The character of the group leader is more important than leader's activity skill.

Ages Seven Through Ten: Attachment to Peers Becomes Increasingly Important

- Begin readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants
- Willing to share
- Desire acceptance from own age group
- Need close friendship with playmate
- Express themselves freely in art forms and play
- Begin interest in competition relative to one's standing in the group
- Growing desire for better performance in skills
- Develop interest in group games and activities
- Want everyone to obey stated rules and regulations
- Identify strongly with own sex and age group
- They respond affectionately to staff who look after their needs, who show interest in them, and who are capable of humor and imagination. The activity skills of the program leaders are becoming important to them.

Ages Ten Through Twelve: Group Stage

- Want to be together in groups, teams, and clubs
- Have longer interest span, patience to work for short-term goals
- Form cliques and friendships with own sex and age group
- Like to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Fairly competitive in team and individual activities
- Enjoy being mischievous and daring

- Are becoming concerned with physical size and appearance
- They respond enthusiastically to staff who can understand and guide their tremendous energy and mischievousness, and tend to idolize the program leader who measures up to this task.

Behavior and Discipline

Each student should be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students must be made aware and reminded of the rules and consequences for inappropriate behavior listed in the current "SBBC Code Book for Student Contact". Behavior expectations must be posted in all childcare locations.

Parents must be informed of the processes and procedures in place for student discipline in the program. The School Board of Broward County's "Code Book for Student Conduct Policy 5.8" applies to all BASCC programs. Procedures for dismissing students from the program must be part of the Parent Handbook.

Minimum Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps must occur:

1. Registering adult will be notified of, and sign, the "Program's Discipline Plan" at the time of enrollment.

2. Written documentation of inappropriate student behaviors will be maintained in PDMS and the registering adult will be notified. Use the forms provided in this section.

3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.

4. Behavior intervention documentation must be provided to the family to demonstrate the attempt to provide service. An Incident Report must be sent to the BASCC department regarding exiting of the student. In addition, a "Child Behavior Planning" form must be used after the second referral of a student. This form must be signed by both the supervisor of the program and the parent and/or guardian. It will include the agreed upon corrective methods and actions to be taken and followed through by both the parent and/or guardian and the student. A school administrator may need to be present during this conference. A sample Conference Form has been provided in this section.

5. Within a reasonable time, a follow-up parent conference with the principal, or designee, will be held to discuss the progress of the student.

6. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Two-Week Trial Period

- Upon entering the program, all students begin a two week trial period.
- If the program cannot meet the student's needs, the student may be withdrawn.
- As a resource to parents, the program can provide names of other providers that pick up at the school.
    - SBBC is not affiliated with, nor does it endorse any of these providers.

Student Registration

General Registration Information

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- At the discretion of the principal, programs may accept students from other Broward County Public Schools.

Minimum Registration Information

- This information must be kept on file at the BASCC program site.
- General information such as address, telephone number, names and numbers of others to whom student may be released
  - Emergency contacts
- Special information including medical conditions, medication and/or health history of which program staff should be aware
- A password for pick-up alternate

Registration Forms

- The Program Data Management System (PDMS) will be used to register students at all locations.
- Completed registration forms should be kept on file in alphabetical order for the current year.
- Previous years' registration forms, as well as registration forms for withdrawn students, should not be kept in current files.

Family Registration Fee

- A Family Registration Fee is required.
  - The pay period fees must be paid before the student can attend the program.

Registering Adult/Non-Registering Adult

- The registering adult is the only person who can make changes to the original registration form.
- A second parent or legal guardian may complete the non-registering adult form, print and sign it, and it will be attached to the student's registration document.
  - A non-registering adult is not allowed to delete or change the information provided to the program by the registering adult, or vice-versa.

Additional Forms

- As part of the registration process, sites may request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up

Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

- Note: The abovementioned documents must be included in the Parent Handbook.

Homeless/Foster Care Students

Homeless Students

Homeless Education Program (School Board Policy 5.1A McKinney-Vento Act for Homeless Students)

- If the BASCC department receives a "Homeless Education Program Referral" stating that a student(s) is in need of after school child care services, the program may be asked to receive this student(s) from an alternative location (not their home school). The provider of this alternative location must make an attempt to provide services to this student(s).
- Transportation will be provided by Broward County Public Schools.
  - Accommodation arrangements must be made between transportation and the alternative location for receiving the student(s).
  - Homeless status ends June 30th of each school year.
    - The parent/guardian must apply each school year to reactivate status.
    - A school representative may view the homeless status of a student by accessing the A23 panel on TERMS.
    - Homeless students are granted Free Lunch once coded as Homeless on the A23 panel.
- For more information, contact Student Services at 754-321-1550.

Foster Care

- Students in foster care are provided service at their home school, or may receive transportation to their foster guardian's home school location.
- For more information, contact Student Services at 754-321-1550.
- Once identified in TERMS as a child in foster care, students are granted Free Lunch.

Parental/Legal Guardian Rights

Parents and legal guardians have equal rights to students except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school. These rights include: contact with the student at school, student pick up, access to student records and information.

- Parent/guardian may not delete or change the information provided to the program by the other parent/guardian.
- If a parent/guardian brings court documents deeming they are the legal guardian, and is not listed on the parent pick up list, the parent must be allowed to add themselves as the non-registering adult.

Note: Only a current standing court order will be accepted as proof for changing custodial or pick up arrangements.

Parental Responsibilities

It is the parents/guardians' responsibility to notify the supervisor and the student's teacher if the student will not be attending the program. Consistently failing to personally notify the supervisor of a student's absence may result in dismissal from the program.

School Day Absences

A student who is absent during the school day may come to the program if their absence was not due to illness.

- The registering parent, or any other adult designated on the registration form with permission to pick the student up, should sign the student in to the program.
- An adult must accompany the student to the program; they may not sign themselves in.
- Students can only enter the program within the first 30 minutes of program time.

Parents or guardians are responsible for:

- Picking their child up on time
- Notifying the supervisor if their child is going to be absent
- Following payment procedures, paying by the last day to pay
- Retaining their payment receipts for tax purposes.
- Keeping the supervisor informed of a change in emergency contact information
- Notifying the supervisor if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health if it limits participation

Parents Visiting the Program

- Parents/guardians are welcome to visit the program.
- Parents must inform the supervisor of a time when they would like to visit.
- To ensure safety, a staff member must accompany all adults visiting the program.

Off Site Appointments/Activities

A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.

Additional Information

- An authorized person may sign a student out for a designated period of time. Upon return, the student must be signed back in to the program. This privilege will only be allowed once daily, and should not be abused.
- For safety purposes, students must stay with their assigned groups. Elementary students may not sign themselves out and walk or ride a bike home.
- Signatures for sign-in and sign-out must be recorded in PDMS and be legible.
- Parents/guardians must wait at the sign-out desk for students and directly supervise the students' exit from the school.
- Parents should not call ahead for their child. For safety reasons, students cannot wait in the sign-out area for parents' arrivals.

Attendance Procedures

To ensure the safety of all students, each program must have attendance and sign-in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program after having attended school during the day.

- Program staff must verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact must be notified to verify the student's absence. This does not apply if a middle school parent has, in writing, waived the need to be notified.

Sign-In Elementary (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Elementary (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Students in elementary school may never sign themselves out.
- If the childcare employee does not know the person picking the student up, he/she must check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian must be contacted.
- For the safety of students, people authorized for pick up must be at least twelve years old.
- Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Sign-In Middle School (Before Care)

- To lessen safety concerns and bookkeeping errors, before care programs must have sign-in procedures in place.
- Students must enter and be signed in to the program at the single point of entry.
- Middle school students may sign themselves in to the program with prior permission from a registering adult.
- "Middle School Before Care Student Sign-In" form is available in the "Supplemental Documents" section.

Sign-Out Middle School (After Care)

- To lessen safety concerns and bookkeeping errors, after care programs must have sign-out procedures in place.
- Students must be dismissed from the school's designated single point of entry and must be signed out in the PDMS system.
- Middle school students, with written permission from the registering adult, may sign themselves out from the program at a specified time.
- "Middle School Before Care Student Sign-Out" form is available in the "Supplemental Documents" section.

Release of Liability

When to Use

- A "Release of Liability" form must be used if a parent/guardian makes a request for someone to pick up and return their child during aftercare hours. For example: tutoring, doctor's appointment, an activity/group not staffed by the aftercare program.
- If the registering adult wishes to allow their child/children to participate in an activity or club during aftercare hours that is not part of the aftercare program, a "Release of Liability" form must be completed and kept in the student's aftercare file.
  - This form transfers the liability from the aftercare program to the adult supervising the student in the alternative activity or club.
  - Examples include:
    - Girl Scouts/Boy Scouts
    - School chorus/drama clubs/reading camp
    - Sports/dance/gymnastics offered by an outside vendor
    - Classroom teacher helpers, or any other activity where students are supervised by adults who are not employed by the aftercare program

Procedure

- The authorized person removing the student from the aftercare program must sign the student out. When the activity or club is over, the student must be brought back to the aftercare program and signed back in by the authorized person.
  - PDMS must be used for sign-in and sign-out.

Facility Space for Program Operations

Each program is responsible for ensuring the environment and facilities are safe for students.

Single Point of Entry

To ensure the safety of its students, staff, as well as the facility, programs must be utilizing the school's designated single point of entry.

Room Allocation

Principals may decide which areas of the facility are accessible to before or after school child care programs.

- A quality program has access to enough space to allow a variety of activities to occur at the same time.
- Minimally, the school's single point of entry, a cafeteria or large indoor space, classrooms, and an outdoor play space are required.
- Classrooms must be age appropriate.
- School administration may also allocate an art or music room, the media center or a computer lab for before or after school activities.

Restrooms

- Restrooms and drinking water must always be accessible to the students in the program.
- Restroom access must be age appropriate.
    - Students must be able to reach a water fountain, sink, or soap dispenser without the assistance of an object, such as a stool.

Provider's Responsibility

- The provider must always be in compliance with RFP FY20-007.
- Providers are responsible for ensuring the safety and security of student in the program at all times.
- All provider staff must wear a valid and unexpired BCPS Vendor badge.
- When an incident or accident occurs involving students and/or staff, the school administrator and BASCC must be informed immediately. All accidents and incidents must be recorded in PDMS on the same day they occur.
- The provider must initiate, schedule, and document a monthly meeting with the designated school administrator as required by the Quality Standards.
- RFP FY20-007 requires that all programs operated by a city, or funded by Children's Services Council, provide custodial assistance.
- A copy of the current RFP can be requested from Procurement and Warehousing Services, 754-321-0505.
- Providers are required to immediately inform BASCC and the school administrator of any changes to site location's information including:
  - supervisors
  - contact phone numbers
  - time of operation
  - organizational changes that affect the program's operation

School Administrator's Responsibilities

Principal Responsibilities

- Principals will ensure that the school's daily absentee list and early dismissal sign out sheet are made available to the BASCC provider by the end of each school day.
- Principals will notify the program's supervisor at least a day in advance, when possible, in the event that designated space is not available. Comparable space and telephone access must be provided.
- A process must be in place for the program's supervisor or designee to have, at minimum, monthly scheduled and documented meetings to review the status of the program with the school's principal or their designee.

School Advisory Council (SAC)/School Advisory Forum (SAF)

- The principal and SAC or SAF will review the program's annual Quality Standards Needs Assessment.
- The principal and SAC or SAF will make decisions regarding the following: hours of operation, non-school days, summer camp, activity fees.

Day-to-Day Monitoring

- The principal, in collaboration with the supervisor of the program, is responsible for monitoring the day-to-day operational procedures, ensuring that mandated staff to student ratios are met, as well as ensuring that staff requirements are up-to-date, as regulated in BASCC Quality Standards Needs Assessment.

BASCC Department

- The BASCC Director, a BASCC Program Supervisor, or their designee will make unannounced visits to before and aftercare sites for the purpose of observing the level of quality and to offer technical assistance.

BASCC Quality Standards Needs Assessment

The BASCC Quality Standards Committee, made up of supervisors, private providers, childcare professionals, principals and the BASCC Director for BCPS, developed 29 Quality Standards for all BASCC programs. The primary reference used to develop the standards was the National Afterschool Association (NAA) Standards of Quality Care.

The Quality Standards Needs Assessment of all on-site programs will take place annually. The results will be distributed to school administrators, program supervisors, private providers, and area directors. This data is used to drive continuous quality improvement in all programs.

Program Annual Evaluation

School Advisory Council (SAC)/School Advisory Forum (SAF)

The SAC or SAF is responsible for an annual evaluation of the program that includes:

- Annual survey of parents whose children are enrolled in the program.
  - This survey must be completed by the end of December.
  - Survey samples provided in this section may be used, or programs may use electronic surveys.
  - Samples and results must be kept in the program's document file.
- Input from parent representative, provider, and school representative
- Review of the Quality Standards Needs Assessment Report
  - Principals must complete and return the "On-Site Review Confirmation" form after the program's Quality Standards Needs Assessment.

The SAC or SAF is responsible to annually evaluate the effectiveness of the program.

- This information must be kept at the school site with a copy of the results sent to the BASCC Director.
- The supervisor of the program shall share all evaluation information (surveys) with the principal of the school.
  - These evaluations must be kept at the school site for a minimum of five years.

Customer Satisfaction Surveys

The following surveys are provided in this section, and may be used to collect data:

- Student Satisfaction Survey K-2
- Student Satisfaction Survey 3-8
- Family Satisfaction Survey
- Staff Satisfaction Survey
- Support Staff Satisfaction Survey

Quality Programming Requirements

Ratios

The minimum staff to student ratios required are:

- Preschool/Pre-Kindergarten 1:10
- Kindergarten to 5th Grade 1:20
- 6th Grade to 8th Grade 1:25
- Students with special needs may require a lower ratio (this includes high school students with special needs).

Minimum Staffing Requirement

- A trained supervisor or designee must be present at all times.
- Program must have a campus monitor in place for the program duration.
- When students are present, there must be a minimum of two program staff members on site.
  - Campus monitors may not be included in this count.

Staff members on-site:

- Current CPR certification (two staff at all times)
- Current First Aid certification (two staff at all times)
- SBBC Child Abuse and Neglect training (all supervisors and designees of the program)
- Medication Dispensing (one staff at all times)
- Anti-Bully training (all staff) http://app.brainshark.com/browardschools/vu?pi=zFqzPVqBYz3CE6z0
  - This training must be completed in Brainshark and must be evidenced by a certificate of completion.
- Department of Children and Families "Child Abuse and Neglect Training" (all staff) http://www3.fl-dcf.com/rcaan
  - This training must be completed annually by all staff.

Safety Information

Emergency/Security Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

Threat Assessment

- If a threat occurs, please contact the school's assistant principal for guidance, or you may view the "Threat Assessment Manual".
  - This manual can be found on the BASCC Supervisors SharePoint.
- Training is available through Student Support Services.
  - It is recommended that at least one staff member be present who has completed this training.

Safety Drills

Fire Drills:

- One during the first two weeks of school, a second drill prior to the end of August
- One drill per month from September through June
- Must reflect requirements of District and Child Care Licensing, if applicable.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Lockdown Drills:

- One drill per month from August through June
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Tornado Drills:

- A minimum of two tornado drills per school year
- The first tornado drill must be conducted by the end of October.
- The second tornado drill must be conducted by the end of March.
- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Code Black Drills:

- Tabletop staff training
- No student participation
- The first Code Black drill must be conducted by the end of October.
- The second Code Black drill must be conducted by the end of March.

- Drills must be recorded in PDMS and include the signatures of the supervisor and principal or designee.
  - Printed copies will not be accepted.

Weather Radios/WeatherBug Application

- Each program must have a working NOAA Weather Radio that is operational and monitored.
  - Radio must be tested monthly.
- The WeatherBug application must to be on the supervisor's cell phone.
  - Used as evidence of weather monitoring at each location
- Programs may have access to the school's WeatherBug
  - Only used for storm and lightening detection outside of the building or on field trips

Single Point of Entry

- The school's designated single point of entry must be used for all locations.
- Parents and visitors may not enter the program space unless escorted by a cleared staff member.

Gates

- Campus gates must be locked and secured, preventing entry onto the campus.
- If all gates cannot be secured, a plan must be in place to keep students safe and not allow any unauthorized adults to gain access to students at any time.

Campus Monitor - Before & After School Program Requirements

- Campus Monitors are to be in place fifteen minutes before the program begins and fifteen minutes after the last student leaves
- Must never be left alone with students
- May never escort students, parents or other adults around campus
- Monitor gates and access points, move about the exterior of the campus
- Secure the campus and doors
- Monitor the cameras
- Call 911 if anything suspicious occurs on campus
- Monitor activity on campus
- Must be clearly identifiable
- Must have a two-way radio designated to communicate with school and program staff

Telephone Accessibility

- The program must have at least one designated telephone for emergency communication with parents/guardians
  - Must be located in the childcare area.
- Emergency numbers for fire, poison control, police, and the Florida Abuse Hotline must be posted near the program's telephone.

Outdoor Activities

- Staff and students must use equipment appropriately.
- Staff must be able to see students at all times.
- Program must have a safety checklist in place that verifies staff has checked for hazardous conditions such as broken glass, faulty equipment, etc.
  - Responsible administrator must be notified of hazardous conditions.
  - Safety checklist must be used daily.
- Staff must be actively involved with students.
- The School Board of Broward County Safety Department labels playgrounds for each specific grade level use. Students should only use equipment that has been labeled as appropriate for their grade level.
- All programs must adhere to these restrictions.

BASCC Quality Standards Program Safety Check

Programs operating a before or after school program and all BASCC Summer Camps are checked for safety standards using the BASCC Quality Standards Program Safety Check.

The BASCC Quality Standards Program Safety Check and Summer Safety Check were created to ensure that safety standards are met at all programs operating under the department. They may be used by the BASCC department or their designees at any time.

See supplemental documents for a sample.

Medical/Accident/Incident/Emergency Information

Emergency Plan

Each program must develop an emergency plan for before or aftercare.

- Plan must include taking the following to an alternate location if evacuation is necessary:
  - Documentation for parent contact (Registration forms)
  - Alternate communication system
- This document is created in PDMS and must be printed for evacuation.

First Aid Kit

- A First Aid kit must be stocked and available if needed for evacuation.

Portable Ice Chest

- A filled portable ice chest must be stocked and available if needed for evacuation.

Accidents/Incidents

- School administration must be informed when accidents and incidents occur during before or after care program time. School administrator will receive an email of the report provided to BASCC through PDMS.

- Accident Reports
  - Used to record any accidental injury to students, parents or staff
  - This report must be completed in PDMS immediately.
  - A complete description of the injury and treatment must be recorded.
  - Copies may be retained at the program.

- Incident Reports
  - Used to record any occurrence involving students, parents or staff that involve injury or inappropriate behavior.
  - This report must be completed in PDMS immediately.
  - Copies may be retained at the program.

Illness

- If a student becomes ill while attending the program, the student must have a separate area to rest.
  - This student will remain under direct supervision until released to the parent/guardian.
- The adults listed on the registration form should be contacted, if necessary.

Drug Paraphernalia, Alcohol or Weapons

- If drug paraphernalia, rubber gloves, material for sexual encounters, or weapons are found on campus or in the possession of a student, the administration of the school must be notified immediately.
- The following people or agencies may need to be contacted:
  - 9-1-1
  - Police
  - Risk Management, (Phone 754-321-1900; Fax 754-321-2654; Second Fax 754-321-1917)
  - Child Abuse and Neglect, (Phone 754-321-1569; Fax 754-321-1694 – Alternate fax at Lauderdale Manors Early Learning & Resource Center)
  - Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)
  - BASCC Director is contacted and an "Incident Report" is created

Child Abuse and Neglect Reporting (CAN)

- Please review School Board Policy 5.3 and ensure that the Florida Abuse Hotline, 1-800-96-ABUSE (1-800-962-2873), is called immediately if child abuse or neglect is suspected.
- Florida law requires mandatory, timely reporting of child abuse.
- For additional information, call Yva Dieudonne at 754-321-1551, or fax report to 754-321-1690, or alternate fax 754-321-1694, at Lauderdale Manors Early Learning & Resource Center.
- If a CAN report is made, complete an Incident Report to inform BASCC.

Mandatory Reporting of Child Abuse, Abandonment and/or Neglect, SBBC Policy 5.3

SBBC Policy 5.3
MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT AND/OR NEGLECT

To comply with Florida law which makes mandatory the reporting of child abuse, abandonment, and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been:

- Subject to abuse, abandonment, neglect or
- A child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, shall immediately report such knowledge or suspicion to the Department of Children and Families at the statewide toll-free hotline: 1-800-96-ABUSE. After the report has been made, reporters may notify the principal or the child abuse designee to ensure appropriate support. Principals and child abuse designees shall maintain the confidentiality of the reporter.

Concern that a child has been sexually or physically abused by a person who is not a parent, legal custodian, caregiver, or other person responsible for a child's welfare shall be reported to law enforcement immediately.

If there are any questions related to child abuse, abandonment, neglect or a child in need of supervision and care, the school employee shall consult with the school-based child abuse designee.

Florida law provides penalties: "A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree..."

Authority: F.S. 1001.41 (1) (2); F.S. 39.201, 205(1); F.S. 39.01(46)
Policy Adopted: 9/5/74; 5/8/78; 11/1/84; 12/7/93; 9/15/98; 5/2/00; 9/3/03
Policy Amended: 7/24/07

Dispensing Medication

Florida Statute 23.46 on Administration of Medication by School District Personnel and School Board Policy 6305 (Administration of Medications/Treatment) requires school districts to provide training to school personnel who administer medication to students.

Dispensing medication is described in School Board Policy 6305. No medication will be administered without an approved Broward County medication form, or a DCF Authorization for Medication form. A record of dispensed medication must be maintained. All medication must be kept in a secured, locked location.

All providers of before or aftercare services must have at least one staff member who has completed the Medication Administration online course through Coordinated Student Health Services on site during program hours. A second staff member must be trained as a backup if primary is out. This requirement must be met even if there are no students enrolled who take medication during program hours.

For more information on medication administration, please click on the following link: http://www.browardhealthservices.com/medication-administration

Service Providers

Non-Badged Service Provider

Private Providers may use a non-badged company to provide a service, if they are never left alone with students.

- The Non-Badged Service Provider must arrive 30 minutes before the close of the school day (hours vary), and go through the Security Tracking and Response Project "STAR" system to get a 1-day temporary badge.
- These providers fall under the liability of the aftercare vendor's insurance and are the responsibility of the provider who hires them.

Badged SBBC Approved Service Providers

- Providers of services, that have gone through the district approval process and hold a Level II security clearance for the School Board, will have an SBBC Vendor Badge.
- These vendors have met the following:
  - Minimum Insurance Coverage and Requirements for Special Event Providers of After Care Services
  - Workers Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance
  - Auto Liability Insurance covering all owned (if applicable), non-owned and hired vehicles with bodily injury property damage limits of less than $1,000,000.00 per occurrence Combined Single Limit
  - General Liability Insurance including Sexual Abuse and Molestation with limits of not less than $1,000,000.00 per occurrence for Bodily Injury and Property Damage
  - Each minimum required insurance coverage must name BCPS as an additional insured for any and all liability arising out of the use of School Board property. A copy of the insurance certificates must be given to the Superintendent's Screening Committee.

Screening Guidelines for Request to Use Animals in Education Presentations

Organizations, or individuals, are permitted to make presentations or classroom visits using animals as long as the presenter and the school follow some basic health and safety procedures. These organizations, or individuals, must provide the following to the Superintendent's Screening Committee:

1. Liability Coverage

   Licensed companies are required to provide Certificate of Insurance for $1,000,000.00, naming the School Board of Broward County as an additional insured party. The certificate should either state the specific date for the presentation, or in cases where the organization intends to visit several schools, a description of the period of time; such as "various Broward County Public Schools during the current school year."

2. A Veterinary Certificate of Health

   The owner/handler of the animal, provides a copy of a current veterinary certificate of health to the Superintendent's Screening Committee and the school upon request. They are also required to have a copy of a current veterinary certificate of health on hand. The certificate must indicate current shots and licenses have been secured and that the animal(s) are free of disease.

3. Controlled Environment

   This is perhaps the most important element in the presence of animals in a classroom. For many animals, being in a large group setting can be intimidating. Many animals will become passive and can be easily handled. However, some animals may feel threatened and try to strike out to protect themselves or their owners.

   For both the safety of the animals and the students, a physical distance between the animal/handler and the students/staff must be maintained at all times. Students should not have any direct contact with the animals other than in therapy or training settings.

4. Parent Permission

   Schools are required to obtain parental consent for all students attending a presentation with animals.

5. Security Clearance

   All persons entering schools, or those who will be in contact with students, must follow security background procedures.

   Requests may be submitted by mail to: The Superintendent's Screening Committee, parents, Business & Community Partnerships Department, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301.

   For more information, call (754) 321-2300 or go to www.browardschools.com

Taking a Dependent into Custody Supplement #23

Supplement #23

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RELEASE FORM

The purpose of this release form is to provide documentation for a school's records when releasing a dependent child to the custody of an authorized agent of the Department of Children and Families or law enforcement officer pursuant to Florida Statues 39.401 (1) (b) which states:

> Taking a child alleged to be a dependent into custody
> (1) A child may be taken into custody:
> (2) By a law enforcement officer, or an authorized agent of the department, if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused, or neglected, is suffering from illness or injury, or is in an immediate danger from his/her surroundings and that his/her removal is necessary to protect the child.

Prior to the time that any dependent student is authorized to be taken into custody, procedures as listed in Board Policy 1162 shall be followed.

AFFIRMATION OF AUTHORITY

I am taking _____ _____ into
(Child's Name) (Date of Birth)

Protective custody pursuant to Chapter 39.401 of Florida Statues. Upon removal of the aforementioned child from _____ the authorized agent of the Department of Children and Families or other law enforcement agency shall assume full responsibility for the child and for notifying the child's parent/guardian (after the child's removal from school.

_____ _____
Signature of Authorized
Department of Children & Families
Agent or Law Enforcement Officer

Witnessed by:

_____
Signature of School Official

_____
Signature of Special Investigative Unit
Investigator
Date and time of

Taking a Dependent into Custody, SBBC Policy 1162

SBBC Policy 1162 & Supplemental for #23

TAKING A DEPENDENT CHILD INTO CUSTODY

A CHILD, ALLEGED TO BE DEPENDENT, MAY BE TAKEN INTO CUSTODY PURSUANT TO CHAPTER 39.401 OF FLORIDA STATUES AND THE RULES OF THIS POLICY BY AN AUTHORIZED AGENT OF THE FLORIDA DEPARMENT OF CHILDREN AND FAMILIES OR BY A LAW ENFORCEMENT OFFICER, IF THE OFFICER OR AGENT HAS REASONABLE GROUNDS TO BELIEVE THAT THE CHILD HAS BEEN ABANDONED, ABUSED, OR NEGLECTED, IS SUFFERING FROM ILLNESS OR INJURY, OR IS IN AN IMMEDIATE DANGER FROM HIS/HER SURROUNDINGS AND THAT HIS/HER REMOVAL IS NECESSARY TO PROTECT THE CHILD.

Authority: F.S. 230.22 (l)(2)
Policy Amended 5/2/00
Approved as Emergency Rule #ER82-1; JLIIIL82
Policy Adopted:

RULES

1. If any authorized agent of the Florida Department of Children and Families or law enforcement appears on campus with a court order stating that they have the authority to take a particular child into custody, the court order should be a certified copy which should have an impression seal imprinted on the document with a statement by the Clerk of the Court certifying it is a certified copy of the original. That document or a photocopy thereof should be placed in the student folder upon taking the child into custody.
2. However, before any authorized agent of the Department of Children and Families or any law enforcement agency attempts to take a child into custody from a school, as authorized under Chapter 39.401 of the Florida Statues, he/she will contact the School Board's Special Investigative Unit (S.I.U). An S.I.U. investigator will be dispatched to the school to oversee the taking of the child into custody.
3. Before any dependent child is taken into custody, the S.I.U. investigator shall verify the affiliation of the person representing the agency desiring to take the child into custody.
4. Before a dependent child shall be released to an authorized agent of the Florida Department of Children and Families or a law enforcement officer without a court order, the following release form attached hereto and made a part hereof by reference, shall be executed by the agency representative and witnessed by the S.I.U. investigator, as well as a representative of the school from which the child is being taken into custody. The release form will be placed in the student folder and the incident will be recorded in the files of the Special Investigative Unit.
5. It shall be the responsibility of the governmental agency taking the dependent child into custody to make every effort to advise the parents of the same.

AUTHORITY: F.S.230.22 (1) (2)
Approved as Emergency Rule #er82-I: JL111L82
Rules Adopted:
Policy Amended:

Literature Dissemination

- Non-School Board providers who wish to have information and/or brochures made available to parents at elementary schools should follow the procedures developed by the Superintendent's Screening Committee for Requests from Outside organizations.

  The web link for the Superintendent's Screening Committee is: http://www.browardschools.com/Web/Get-involved/Superintendent-Screenings

- All literature must contain the following disclaimer: "This program, business and/or service is not endorsed or sponsored by The School board of Broward County. It is the parent's responsibility to determine the appropriateness for their children."

Tutoring

BASCC programs may not charge parents/guardians additional fees for tutoring students. Compensation must come from the regular BASCC fees (SBBC Policy 4202).

SBBC High School Volunteer Information

- Only SBBC high school students can serve as volunteers.
- Volunteers must never be left alone with students.
- Volunteers must wear their student ID badge during program hours.
- Volunteers are not counted in the staff-to-student ratios.

Community Volunteer Information

Level 1 Screening. The steps for volunteer clearance are:

1. Each school year volunteers must complete an online volunteer application, available at: https://www.browardschools.com/Page/32043 the volunteer names his/her school of choice on the application.

2. The volunteer should wait approximately one week and call the school to verify that the volunteer application is approved. A criminal background and sexual predator/offender screening is conducted electronically for each application. This process takes approximately five working days. During this period, the individual may not be used as a volunteer, in any capacity. When the background screening is completed, the school's STAR computer will show the status of the application. "Approved" means the volunteer has passed the criminal background screening, but still needs to have ID verified by visiting the school. "Active" means that the volunteer was approved and has had his/her official ID checked, a volunteer badge printed, and is ready for service. "Inactive" means that the volunteer may not be used in any volunteer capacity. The Special Investigative Unit (SIU) will send information to the volunteer. Refer any questions to SIU.

3. After being approved, the volunteer must visit the school office with the official photo identification used on the application. After ID verification, the volunteer's photo will be taken, and a volunteer badge will be issued that indicates the current school year.
   a. 24-hour visitor badges do not note the year.
   b. Before or After School volunteers are not considered visitors to the school.

4. Volunteer is oriented to the program and school procedures, and begins assisting in a supervised setting. The orientation of the volunteer must include these guidelines for service:

   It is expected that all volunteers will abide by the following guidelines designed to protect students, staff and volunteers. Failure to comply may result in termination of the volunteer's involvement in the program.

   - A volunteer's main concern while engaged in school activities should be the safety and education of all students.
   - A volunteer must not give students medication.
   - A volunteer must not discuss individual student's grades, records, and abilities. This is personal and confidential information protected by the Florida Statute. This includes discussing students while using electronic media such as message boards, emails and/or texting.
   - A volunteer may not supervise a group of students, nor discipline students.
   - A volunteer may not be left alone with any student. A volunteer will not be counted into the student-to-staff ratios.

- A volunteer will be only be assigned to staff members and/or students requesting help.
- A volunteer should set a good example by his/her manner, appearance, and behavior.
- A volunteer's involvement is limited to the school site, school hours, and at school-sponsored activities.
- Volunteers are required to complete an application form, annually, before helping in the school.
- A volunteer must wear a name badge for identification when helping with school activities.
- A volunteer is required to scan his/her volunteer badge in and out of the school.

5. Volunteers must use the volunteer badge to sign in and out each time service is performed. If the STAR System computer is not available, the volunteer should manually log in and out.

- Specific duties require the additional step of FBI fingerprinting. This is known as a Level 2 Screening. If needed, the school location will request clearance.

FERPA/HIPAA Compliance

Private Provider acknowledges that the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") (HIPAA and HITECH Act are collectively referred to herein as "HIPAA") protect the privacy of protected health information ("PHI") and may be applicable to student records in certain circumstances. Private Provider shall use, disclose and protect PHI in compliance with HIPAA.

For the following information Private Provider will be referred to as "Awardee":

The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

Notwithstanding any provision to the contrary within this RFP, Awardee shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose

same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3)ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement

and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Before and After School Child Care
Parent Meeting Conference Form

Parent's Name _____ Date: ____/____/_____

_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title

Student's Name: _____ Date of Birth: ____/____/_____

Program Location: _____

Purpose of Meeting: _____

_____

Key Points of Discussion: _____

_____

_____

Goals for Success: _____

_____

Course of Action for Unmet Goals:

_____

_____

_____

_____ _____
Parent Signature Before/After Care Site Representative Signature

Parent Conference Documentation

I have conferred with the supervisor of the Before and After School Child Care (BASCC) program regarding the behavior of my child, _____, who is currently enrolled in the program. As a result of this conference, I understand that future problems with behavior may result in dismissal from the program.

School Administrator:

_____	_____	_____
Print Name	Signature	Date

Child Care Supervisor:

_____	_____	_____
Print Name	Signature	Date

Parent or Guardian:

_____	_____	_____
Print Name	Signature	Date

Student:

_____	_____	_____
Print Name	Signature	Date

Other:

_____	_____	_____
Print Name	Signature	Date

Child Behavior Planning Form

School: _____ Date: _____
(Used after 2nd incident)

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Program Concern: _____

_____

_____

This conference was used to collaboratively develop strategies to promote student success.

STUDENT RESPONSIBILITY	PARENT/GUARDIAN RESPONSIBILITY	PROGRAM RESPONSIBILITY

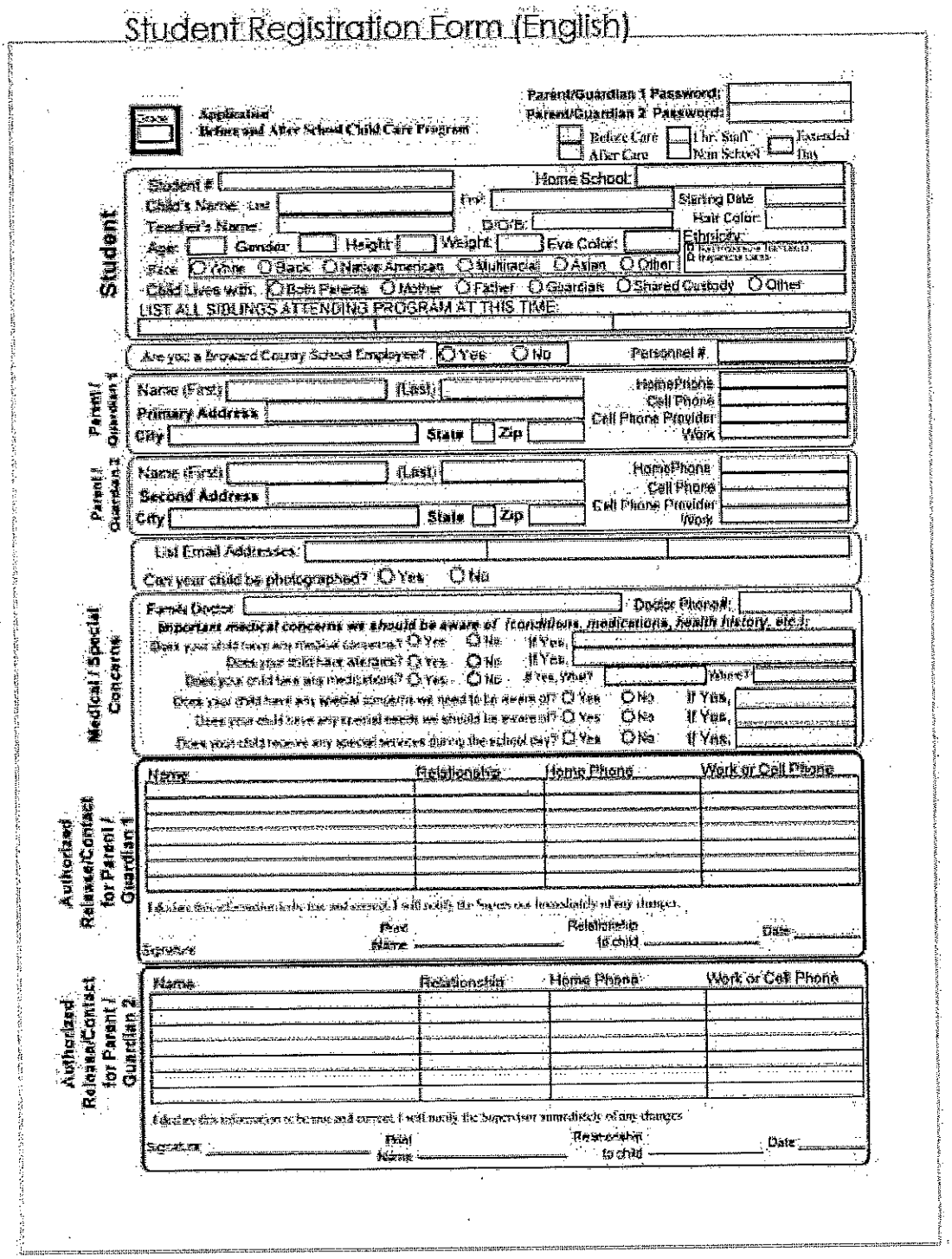
Program Communication Log

School Name: _____

Before/After Care Supervisor: _____ _____
(Print Name) (Signature)

DATE	SPOKE TO	PURPOSE OF CALL (Concern/Issue Request)	OUTCOME	NOTES

This form can be used for tracking communication regarding behavior and parent concerns.



Student Registration Form (English)

Application
Before and After School Child Care Program

Parent/Guardian 1 Password:
Parent/Guardian 2 Password:

Before Care / After Care
1 hr. Start / Non School
Extended Day

Student

Student #
Home School:
Child's Name: Last / First / Middle
Starting Date
Teacher's Name:
D.O.B:
Hair Color:
Age: Gender: Height: Weight: Eye Color:
Ethnicity:
Race: White Black Native American Multiracial Asian Other
Child Lives with: Both Parents Mother Father Guardian Shared Custody Other
LIST ALL SIBLINGS ATTENDING PROGRAM AT THIS TIME:

Are you a Broward County School Employee? Yes No
Personnel #:

Parent / Guardian 1

Name (First) (Last)
Primary Address
City State Zip
Home Phone
Cell Phone
Cell Phone Provider
Work

Parent / Guardian 2

Name (First) (Last)
Second Address
City State Zip
Home Phone
Cell Phone
Cell Phone Provider
Work

List Email Addresses:
Can your child be photographed? Yes No

Medical / Special Concerns

Family Doctor
Doctor Phone #:
Important medical concerns we should be aware of (conditions, medications, health history, etc.):
Does your child have any medical concerns? Yes No If Yes,
Does your child have allergies? Yes No If Yes,
Does your child take any medications? Yes No If Yes, What? Where?
Does your child have any special needs we need to be aware of? Yes No If Yes,
Does your child have any special needs we should be aware of? Yes No If Yes,
Does your child receive any special services during the school day? Yes No If Yes,

Authorized Release/Contact for Parent / Guardian 1

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Authorized Release/Contact for Parent / Guardian 2

Name	Relationship	Home Phone	Work or Cell Phone

I declare this information to be true and correct. I will notify the Supervisor immediately of any changes.
Signature: Print Name: Relationship to child: Date:

Attendance Roster

For emergency use only

Group:_____ On Site Supervisor(s):_____

School Name:_____ Signature:_____

Attendance Period:_____ Date:_____

	Student's Name	Grade Level	Day																			Roster No.(Optional)	Comments	
1																								1
2																								2
3																								3
4																								4
5																								5
6																								6
7																								7
8																								8
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E = Enter W= Withdrew Re-Re-entered A= Absent P=Present

Middle School After Care Student Sign-Out (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: ____/____/____, to sign themselves out from the After-School Child Care program at ____:____/pm on _____. I understand that my
(Time)

child will not be supervised once they sign themselves out. My child must leave the campus or go to another supervised activity sponsored by the school. If my child does not adhere to this stipulation, the privilege of signing themselves out will be revoked, and I will resume the responsibility of signing my child out. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE AFTERSCHOOL PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

Middle School Before Care Student Sign-In (12 or older)

I, the undersigned, hereby grant permission for: _____
(Child's Name/Printed)

Date of Birth: _____/_____/_____, to sign themselves in to the Before-School Child Care program at ____:____/am on _____. I understand that my child will not be supervised until they sign themselves in. My child must not leave the campus once they sign themselves in. If my child does not adhere to this stipulation, the privilege of signing themselves in will be revoked, and I will resume the responsibility of signing my child in. (FURTHERMORE, IF THE CHILD DOES NOT ADHERE TO THIS STIPULATION, THE PROGRAM WILL NOT BE HELD RESPONSIBLE FOR THE CHILD.)
(Time)

_____ _____
Date Signature of Parent/Guardian

Printed Name of Parent/Guardian:

_____

Signature of Student:

_____

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Elementary for

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number _____

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 _____

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners. (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2/2019 Page 1

4. Staff uses appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

School Name _____

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily, must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

School Name _____

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and signed in PDMS:

i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable

ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June

iii) Tornado Drills – twice per year. Completed by the last school days of October and March

iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are entered into PDMS and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protect students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:20 for K through 5th grade
   ii) 1:10 for Pre-K
   iii) Students with special needs may require modified ratios
   iv) Group sizes vary according to the type and complexity of the students and the activities
   v) Group sizes must not exceed 30 for most indoor activities
   vi) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration form listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

School Name _____

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:

i) Copy of staff certifications for the job they are performing or required (personnel file)

ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)

iii) Current First Aid (at least two staff on site at all times)

iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)

v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training

vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency

b. The program has established procedures to prevent accidents and manage emergencies
The program's current emergency plan has been completed in PDMS and printed for evacuations

c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)

d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)

e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

School Name _____

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility.

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 02/5/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Pre K-8 for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

[illegible]

School Name _____ 7/2019 Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff uses positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff members remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicates with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Equipment and supplies must be age appropriate and maintained for safety

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

School Name _____

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision

b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive

c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"

d. "Universal Precautions" clean up will be handled by the school's custodian

e. The following safety drills are recorded and typed in PDMS:
   i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing, if applicable
   ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
   iii) Tornado Drills – twice per year. Completed by the last school days of October and March
   iv) Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered into PDMS

f. Accident and Incident reports are written and District procedures are followed

g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space

h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space

i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available

j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's monitored cell phone, must have the "WeatherBug" Application installed

k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:

16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all time)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plan for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) Students with special needs may require modified ratios
   iii) Group sizes vary according to the type and complexity of the students and the activities
   iv) Group sizes must not exceed 30 for most indoor activities
   v) Group sizes do not exceed the room capacity (ratios are determined by staff present to children enrolled in the group)
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise children

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times

b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state (**Private Provider Programs only**)

b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)

c. Enough qualified staff are in place to meet all levels of responsibility

d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member

b. Written personnel policies are reviewed with the staff

c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space, and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda, principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 34 6/23/2017

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BEFORE AND AFTER SCHOOL CHILD CARE QUALITY STANDARDS
Middle for 2019-2020

Scoring: ☐4.0 ☐3.5 ☐3.0 ☐2.5 ☐2.0 ☐1.5 ☐1.0

If at anytime one of the standards below receives a score of a "2" or less the principal will be contacted by the program supervisor of the Before & After School Child Care Department as soon as possible.

BASCC Quality Standards Needs Assessment

Program Location Number

Date of Assessment _____ Visit ☐ Provider _____

School _____ Principal _____

Supervisor _____

Observer 1 Deborah Gavilan

Observer 2 _____

Number of Students Enrolled _____

Number of Students Present _____

Approximate number of daily staff _____

Human Relationships	Classifications
1. All staff actively engaged and interacting with students in positive ways.	

a. Positive language is used with the students
b. Students are greeted upon entry to the program and during transitions
c. Appropriate staff is circulating and providing assistance to students

Comments:

2. Staff provides students with choices when appropriate to teach responsibility.	

a. Staff assists students to become more responsible by assigning leadership roles when appropriate
b. Staff will encourage students to become actively engaged in the decision making process by providing choices when possible
c. For middle school students, choices should increase leadership competency and a sense of belonging (e.g. service projects)

Comments:

3. During learning activities, staff provides guidelines and procedures to help students learn.	

a. Staff provides clear directions and examples for task performance
b. Staff demonstrates skills which set the purpose for learning
c. Staff will vary approaches, as needed, to meet the needs of all learners (e.g. assigning a peer, using collaborative grouping, changing the level of difficulty, oral versus written techniques)

Comments:

The School Board of Broward County, Florida, prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, ancestry, pregnancy, sexual orientation, genetic information, or any other legally prohibited basis. It is committed to nondiscriminatory practices in its educational programs, services, activities and employment practices.

School Name _____ Version _____ Page 1

4. Staff use appropriate guidelines/techniques to direct the positive behavior of students.

a. Staff use positive praise, either verbal or non-verbal, especially when students cooperate, share, care for materials, or join in activities
b. The program's behavior expectations are posted and visible, to all students, in all indoor program areas
c. Staff redirects inappropriate student behaviors to posted behavior expectations
d. Staff set appropriate indoor or outdoor behavior expectations during the various activities scheduled
e. Students demonstrate understanding of the expectations by their actions
f. Middle school students are involved in the creation of the behavior expectations, especially as it applies to student interactions

Comments:

5. Students generally interact with one another in positive ways.

a. Students show respect for each other
b. Students usually cooperate and work well together
c. Students seek assistance from an adult when problems arise
d. In middle school programs, students are engaged in meaningful interactions through collaborative projects or group activities

Comments:

6. Parents/guardians are greeted and interacted with, in a positive manner.

a. Staff makes families feel welcome and comfortable, and responds to their needs
b. Documentation exists for an annual parent survey, completed by January of the current school year
c. Staff attempts to meet the needs of speakers of other languages, as well as the cultures of the families they serve
d. Staff works together to ensure arrivals and departures go smoothly. For example, when students are called to go home, staff responds in an appropriate amount of time
e. Welcome area includes students' work, program newsletter, program events, activity calendars, and relevant information

Comments:

7. Staff communicate effectively using two-way radios.

a. Supervisor, front desk, and each staff member have an operational two-way radio
b. All staff use appropriate language on the two-way radios
c. Range of the two-way radios used in the program must reach all areas used, including the outdoor space

Comments:

8. Staff conduct themselves in a professional manner, to meet the needs of the students.

a. Conversations between staff, remains professional at all times
b. Program staff must dress appropriately and professionally
c. Staff communicate with each other to ensure the program flows smoothly

Comments:

Indoor Environment

9. The program's indoor space meets the needs of students and staff.

a. There is enough space utilized for all program activities. This is indicated by a school map showing all activity locations
b. The space is arranged well for a range of activities: physical games, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing
c. The space is arranged so that various activities can go on at the same time without disruption
d. There is adequate and convenient storage space for equipment, materials, and personal possessions of staff
e. The space should be appropriate for the ages of the students

Comments:

Outdoor Environment

10. The outdoor play area meets the needs of students, and the equipment allows them to be independent.

a. Staff responsible for checking play area daily must be well versed in safety standards for the District, a daily checklist is used to verify program space is safe and secured
b. Staff outside directly supervises the students at all times
c. If the program outside area shares green space, such as a city park, appropriate staff and emergency procedures are in place for the safety of the students
d. Programs must provide appropriate sand toys for primary play areas containing sand
e. Equipment and supplies must be age appropriate and maintained for safety
f. For every three hour time block, students must have thirty minutes of active play, raising their heart rate is a priority

Comments:

Activities

11. The program's daily schedule is flexible, while providing independence and stimulation to meet the needs of all students.

a. The routine provides stability and flexibility without being rigid
b. Students move smoothly from one activity to another
c. A weekly schedule of activities for each group includes group name, grade level, number of students, staff member's name, location, and length of time for activity
d. A schedule of alternative activities and locations for all adverse weather must be documented (rainy day schedule)
e. Middle school students are given opportunities to choose between offered activities

Comments:

12. Students will experience a wide variety of activities.

a. There are regular opportunities for active, physical play
b. There are regular opportunities for creative arts and dramatic/role play
c. There are regular opportunities for quiet activities and socializing
d. For middle school students, activities should include an introduction to college and career opportunities as well as community service based projects

Comments:

13. Students are offered enrichment activities that practice and reinforce basic academic skills, including: reading for critical content, using technology, and a variety of other types of activities.

a. The program's activity schedule reflects an academic component and technology for each grade level
b. A minimum of two academic components for each group, per week, must be provided. This excludes homework
c. Activities presented, and their time frames, are developmentally and age appropriate for the students in each group
d. Activities are flexible to meet varied styles, abilities, and interests of the individuals in the program

Comments:

14. There are sufficient materials and equipment to support program activities.

a. Program provides a wide variety of materials and games for the students to use
b. Materials are complete and in good repair
c. There are enough materials to support activities for the number of students in the program
d. There are sufficient art supplies, in good condition, such as whole crayons and working markers, for every student to use in the program
e. Materials and equipment are developmentally appropriate for the ages and abilities of the students participating

Comments:

Safety, Health & Nutrition

15. The safety and security of students are protected.

a. Systems are in place to protect the students from harm, especially when they move from one place to another or use the restrooms. Students travel in groups of twos (2's) and threes (3's) when not under direct adult supervision
b. There is a method in place for checking the program's space to ensure it is secured and gated before students arrive
c. A system is in place to keep unauthorized people from taking students from the program, this includes the use of the school's designated "single point of entry"
d. "Universal Precautions" clean up will be handled by the school's custodian
e. The following safety drills are recorded and signed in PDMS:
    i) Fire Drills – one during the first two weeks of school, a second drill prior to the end of August, then once monthly for the remainder of the school year, must reflect requirements of District and Child Care Licensing if applicable
    ii) Lockdown Drills – must be conducted monthly beginning in August and ending in June
    iii) Tornado Drills – twice per year. Completed by the last school days of October and March
    iv) Code Black Drill – twice per year. Completed by the last school days of October and March as a tabletop training for staff and entered in PDMS
f. Accident and incident reports are entered into PDMS and District procedures are followed
g. The program provider is responsible for having at least one (1) designated phone for contacting parents/guardians, and emergency communication. This phone must be located in the program space
h. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room in the program space
i. A stocked first aid kit is available on site, and will be taken if students are evacuated from the school for any reason. A filled ice cooler for emergencies must be available
j. A monitored and functioning "NOAA Weather Radio" must be in place. In addition, the supervisor's a monitored cell phone, must have the "WeatherBug" Application installed
k. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure

Comments:



16. The program provides an environment that protects and enhances the health of students.

a. The indoor and outdoor facilities are clean
b. There are no observable health hazards in the indoor or outdoor program space
c. There are adequate supplies and facilities for hand washing
d. The heat, air, ventilation, noise level, and light in the indoor space are comfortable
e. Bathrooms are available, clean, and supplies are provided
f. Staff protects students from communicable disease by separating students who become ill during the program (students must be under direct adult supervision at all times)
g. Staff protects students from potential hazards such as the following: caustic or toxic art materials, cleaning agents, hot liquids as well as over exposure to heat or cold
h. Staff and students wash hands frequently, especially after using the toilet or before preparing food

Comments:

17. Students are carefully supervised to maintain safety.

a. Staff notes when students arrive, when they leave, and with whom they leave
b. Staff supervises students appropriately, according to the students' ages, abilities, and needs
c. Students' arrivals and departures are supervised
d. Staff have a system for knowing where the students are at all times (location roster)
e. Staff keep a daily roster of students, for each group, including the staff member's name. This roster is to be available and accurate at all times. It includes specific information for individual students (allergy information, medical needs, special needs, etc.)
f. Staff plans for different levels of supervision according to the level of risk involved in an activity
g. There is a qualified site director/supervisor on site at all times
h. A minimum of two staff members are on site whenever students are present

Comments:

18. If the program serves food and drinks they must meet the needs of the students.

a. The program offers healthy snack and/or dinner choices
b. Drinking water is readily available at all times
c. The amount and type of food offered is appropriate for the ages and sizes of the students
d. If a program serves snacks and/or dinner, the program must provide: utensils, napkins, and straws. Unwrapped food must not be placed directly on the table
e. If applicable, provisions exist for students who have forgotten their snack from home
f. Students clean their hands before snack/dinner

Comments:

19. Staff/student ratios and group size permit staff to meet the needs of students.

a. For the benefit of all students, the staff/student ratio shall not exceed:
   i) 1:25 for 6th through 8th grade
   ii) 1:20 for K through 5th grade
   iii) 1:10 for Pre-K
   iv) Students with special needs may require modified ratios
   v) Group sizes vary according to the type and complexity of the students and the activities
   vi) Group sizes must not exceed 30 for most indoor activities
   vii) Group sizes do not exceed the room capacity
b. There is a plan to provide adequate staff coverage in case of emergencies
c. Substitute staff are used to maintain ratios when regular staff are absent
d. Campus Monitors may not directly supervise students

Comments:

20. Documentation of records.

a. A record keeping system is in place for information such as the following:
   i) Attendance is reconciled with the school's daily attendance and early dismissal sign-out log within the first 30 minutes after the program starts. If a cluster program receives students from alternate location, a process is in place to account for receiving students
   ii) After school parent sign-out log completed in PDMS
   iii) Before school parent sign-in log (if applicable) completed in PDMS
   iv) Students with special information: health, diet, medications, allergy, and behavior
   v) Signed registration forms listing authorized people for pickup and a parent password
   vi) Personnel files for all staff members will be kept on site, and include documentation required by the District. Each file must include: SBBC clearance documentation, a photo copy of the current badge worn by the staff, proof of Anti-Bullying training, and Department of Children and Families "Child Abuse and Neglect" online training certificate
   vii) Documentation of the site director/supervisor qualifications (personnel file)

b. Procedures, in writing, with parent signature on file, with samples of the following documents:
   i) Behavior management
   ii) Non-payment of fees
   iii) Late pick-up

Comments:

21. Documentation of staff information.

a. All staff must wear appropriate badges. A School Board Operated (SBO) program staff badge must be current and issued by the school or district. Private Provider staff must wear an unexpired vendor badge. All badges must be visible at all times
b. Staff members have the following certifications. Documentation must be on site at all times:
   i) Copy of staff certifications for the job they are performing or required (personnel file)
   ii) Completion of training, as evidenced by certificates or agendas with sign-in sheets (personnel file)
   iii) Current First Aid (at least two staff on site at all times)
   iv) Current CPR - preferably pediatric CPR (at least two staff must be on site at all times)
   v) Child Abuse and Neglect Training (CAN) - All SBO supervisor(s)/designee(s) must have SBBC training
   vi) At least one (1) staff member, on site, must have current SBBC "Medication Dispensing" training

Comments:

22. Program policies and procedures are in place to protect the safety of the students.

a. Staff and students know what to do in case of a general emergency
b. The program has established procedures to prevent accidents and manage emergencies
   The program's current emergency plan has been completed in PDMS and printed for evacuations
c. The program has established policies to transport students safely, and complies with all legal requirements for vehicles and drivers (to include a stocked first aid kit to be used for travel)
d. There is current documentation showing the facility meets the District, State, and/or local health and safety guidelines and/or regulations (this includes current Broward County Child Care licensing monitoring reports for Private Provider programs only)
e. Smoking is not permitted anywhere on campus, per School Board Policy 1120.00

Comments:

ADMINISTRATION

23. All staff are professionally qualified to work with students.

a. Staff have received the recommended type and amount of preparation. They meet the requirements that are specific to school-age child care and relevant to their particular jobs unless exempt by the state **(Private Provider Programs only)**
b. All staff must be at least 18 years of age. Supervisors must be 21 years of age (documentation may be requested)
c. Enough qualified staff are in place to meet all levels of responsibility
d. Enough qualified staff are scheduled, and present, when all students enrolled are in attendance

Comments:

24. Staff, volunteers, and substitutes are given an orientation to the job before working with students.

a. A written job description that outlines responsibilities to students, families, and the program is reviewed with each staff member
b. Written personnel policies are reviewed with the staff
c. New staff is given an orientation to the program's mission statement, Quality Standards Needs Assessment process and tool, routines and practices; as well as personally introduced to the people with whom they will be working

Comments:

25. The training needs of the staff are assessed and training is relevant to the responsibilities of each job. Staff will receive no less than 2.5 hours quarterly of professional development for a total of 10 hours annually. Site directors/supervisors will receive at least 10 hours of professional development annually.

a. Staff receive training in how to work with families, and how to relate to students in ways that promote development
b. Site directors/supervisors receive training in program management and staff supervision (evidence of attending District or Provider job required professional development)
c. Staff receive training in how to set up program space and design activities to support program goals
d. Staff receive training in how to promote the safety, health, and nutrition of students
e. All training must be documented by an agenda that includes the date, duration, and a sign in-sheet

Comments:

26. Staff receives appropriate support to make their work experience positive.

a. There is a process in place for staff to discuss their own concerns regarding the program
b. Staff receives continuous supervision and feedback

Comments:

27. The administration provides sound management of the program.

a. The financial management of the program supports the program's goals
b. The administration oversees the recruitment and retention of program staff

Comments:

School Name _____ 12/19/2018 Page 12

28. Program policies and procedures are responsive to the needs of students, youth, and families in the community.

a. A written mission statement sets forth the program's philosophy and goals
b. The program makes itself affordable to all families by using all possible community resources and sources of subsidy
c. It is the program's policy to enroll students with special needs and schedule a pre-enrollment conference
d. The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible

Comments:

29. School's Administrator responsibility

a. The program's site director/supervisor must have scheduled and documented monthly meetings with the school administrator (principal or their designee). Documentation must include: an agenda principal/designees signature, site director/supervisor signature and date
b. A process is in place for principal or their designee to meet with parents/supervisors/staff when they have a concern

Comments:

BASCC QUALITY STANDARDS NEEDS ASSESSMENT OBSERVATION FEEDBACK FORM

AREAS FOR IMPROVEMENT	AREAS OF EXCELLENCE

Observer(s) Signature _____ Date: _____

Name of School _____

Page 14 6/25/2017

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Quality Standards Needs Assessment
Review Confirmation

I have reviewed the results of the Before and After School Child Care Quality Standards Needs Assessment for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson

Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18
E31_OnsiteQual/NeedsAssmntReview_Confirm 2018/2019



2019/2020

The School Board of Broward County
Before and After School Child Care
"Show"

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

School _____ Date Completed_____

6b_____Documentation showing Customer Satisfaction Surveys have been or will be completed this year. (For example: documentation of last school year's survey of parents, and the results of that survey, along with the survey tool that will be used this year, with the scheduled date.) The parent survey must be completed by January of the current school year.

6e_____The following are present in the student dismissal area: program newsletters or announcements of upcoming events, student work, and a current activity schedule. (For example: copies of items that have been used so far this year to show parent communication and opportunities for parents/guardians to come to the program for events.)

9a_____A school map with all childcare areas and rooms notated with the group's name and activities that will occur in that space. (For example: a current school map with rooms/location highlighted and labeled with group name and/or activity assigned to this room.)

(Please highlight and label the following activities on the schedule that meet the required cue for 10d through 13b. Use duplicate schedules, one for each cue.)

10a_____A daily checklist is in place to verify program space is safe and secure.

10f_____For Elementary Students Only: The weekly activity schedule shows that each student will have at least 30 minutes of active physical outdoor play, for every three-hour block of time at the program. (For programs operating less than 3 hours, show how the students will get regular physical play activities weekly.)

11c_____The written schedule will include group names, grade levels, number of students assigned to the group, staff name, location of activities, and length of time for each activity.

11d_____Rainy Day schedule, with alternative activity locations

11b-c_____There are a variety of activities on the schedule.

12d_____Middle School Students Only: Documentation exists showing that activities include an introduction to college and career opportunities, as well as community service-based projects.

13a_____An academic component for each grade level, in addition to a technology component

13b_____Academic components occur a minimum of twice per week, excluding homework.

15e i,ii,iii_____Indicate how this record will be shown to the assessor, either print the detailed list from PDMS or show the list in PDMS on an iPad or computer.

15f _____Samples of Accident and Incident reports created using the PDMS system

17d&e_____ Location Rosters are in use for every group of students for the duration of the program and are kept accurate. (A duplicate set of current rosters must be available for emergency use.)



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

17g_____The staff schedule indicates that there is a qualified supervisor scheduled to be on site during all program operating hours.

17h_____The staff schedule indicates a minimum of two staff members are scheduled to be on site when students are present.

19c _____A list of substitutes for the program exists and includes their contact information and availability. (Remember, all substitutes need complete personnel files.)

20a Record keeping system includes:
Evidence of use (samples) for
i)_____Attendance, reconciled with the school's Daily Attendance and Early Dismissal Sign Out Log within 30 minutes of program start time
ii)_____Parent sign out records, completed in PDMS (aftercare)
iii)_____Parent sign in records, completed in PDMS (before care)
iv)_____List of Special Concerns/Allergies/Medication (complete, current list in show file)
v)_____Signed registration form with list of authorized people for pick-up, and parent password

20b Show actual documents with signatures for:
i)_____Behavior management
ii)_____Non-payment of fees
iii)_____Late pick-up
(SBO - show location of signed receipt of current parent handbook)

Standard 21 - Duplicates of Certificates in Show File for the following:

21b iii)_____Current First Aid Certification: At least two program staff members on site, at all times
iv)_____Current CPR Certification: At least two program staff members on site, at all times
Note: Supervisors of SBO programs must have current CPR and First Aid certification in the document file. (Copies of Certification and Completion of Training for every staff member who has completed this training shall be kept on file at each site)

v)_____All SBO supervisors must complete SBBC approved training in Child Abuse and Neglect Detection and Reporting (from the SBBC Department of Student Services).

Note: All staff (including supervisors) must have proof of *Department of Children and Families - Online Training in Child Abuse and Neglect Detection and Reporting*, in their personnel file.

vi)_____At least ONE staff member, on site at all times, must have SBBC Medication Dispensing training.

22a-b_____The program's Emergency Plan has been created in PDMS. A copy must be available for use in an emergency. Evidence that staff have been trained on the Emergency Plan must be presented.

22d_____*Private Provider Programs Only. Current Broward County Child Care Licensing Monitoring Report (Show the actual current report.)*

23c_____A written staff schedule exists showing arrival and departure times of all staff and their group assignments.



The School Board of Broward County
Before and After School Child Care
"Show"

2019/2020

Checklist for information and documentation that will be requested by observer
Please be prepared to provide or show items reflected in the standards below.
All paperwork and items needed MUST be available in one place for review.

24a_____Written job descriptions that outline responsibilities to children, families, and the program. Must show evidence that this is reviewed with each staff member

24b-c___Written personnel policies are reviewed with staff. Orientation includes the mission statement, and Quality Standards Needs Assessment process, routines and practices (Evidence exists showing a staff handbook has been distributed and reviewed with staff.)

25a-e___Documentation exists for annual training of staff. Staff will receive no less than 2.5 hours of professional development training quarterly, for a total of 10 hours annually. Child Care Supervisors will receive 10 hours of professional development annually. Documentation for training provided on site will be a sign-in sheet and agenda. The agenda must always include training on BASCC Quality Standards, and other related topics.

28a_____A written Mission Statement setting forth the program's philosophy and goals has been developed.

28b_____The program makes itself affordable to families by using all possible community resources and sources of subsidy (partial fee and sliding scale information).

29a_____Documentation exist showing regular monthly meeting between the supervisor and the school administrator. Documentation includes dates, agendas, and the signatures of the supervisor and the principal or designee.

Please Note:

The "Show" list of Documents creates the Document File. The Document File for School Board Operated Programs must be created in the form of a Document File Box. Private Providers have the option to create either a Document File Box or a Binder. The Document File should be organized by Standard and Cue. The Document File should be complete, contain current examples and be kept in one location for review.



The School Board of Broward Count
Before and After School Child Care
Checklist for information & documentation that will be requested by observer
"Tell"

2019/2020

Please be prepared to discuss procedures reflecting the following standards:

School _____ Date Completed_____

4f____Middle school students are involved in creation of behavior expectations. How are the behavior expectations created?

15d____How are universal precautions clean ups handled? How are the mats, sanitized after student use?

16f____Staff protect children from communicable disease by separating students who become ill during the program. How does the program handle students who are ill and how do they keep them isolated? Who monitors these students?

17f____Staff plan for different levels of supervision according to the level of risk involved in an activity. How is supervision increased in areas that are hard to secure, or during activities where accidents or injury might occur?

24c____New staff is given an orientation to the school district's mission statement, routines, and practices. They are personally introduced to the people with whom they will be working. How does the program accomplish this?

26a____Staff is given ample time to discuss their own concerns regarding the program. How does the program accomplish this?

26b____Staff receives continuous supervision and feedback. How does the program accomplish this?

28c____It is the program's policy to enroll students with special needs, through a Pre-Enrollment Conference. (Students with Special Needs Guidelines, Section F of the BASCC Operational Handbook) How are students enrolled, and accommodated?

28d____The program's administrator makes every effort to meet the needs of the community by enrolling as many students as possible. Is there a wait list? How many students are on the wait list? What are the program's plans to meet parents' needs?

2019/2020 After Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun After School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to after school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in after school care is:

_____

_____

9. One thing I do not like about after school care is:

_____

_____

2019/2020 Before Care Student Satisfaction Survey
Kindergarten through 2nd grade

School Name: _____ Date: _____

Help us plan a fun Before School Child Care Program for you. Circle your answer to show us how you feel and what you like about the program. Staff members or older students my read the questions to the younger children.

1. Circle the grade you are in.

K **1** **2**

2. I like coming to before school care.

Yes **Sometimes** **No**



3. I think the counselors are nice to me.

Yes **Sometimes** **No**



4. If I have a problem, someone is there to help me.

Yes **Sometimes** **No**



5. I like the choices I am given for inside activities.



6. I like the choices I am given for outside activities.



7. I feel safe when I am here.



8. My favorite activity in before school care is:

_____

_____

9. One thing I do not like about before school care is:

_____

_____

BASCC Student Satisfaction Survey
3rd through 8th grade (2019-2020)

School Name: _____

Your age: _____ Date: _____

Help us to plan a fun Before or After School Child Care program for you. Please show us how you feel and what you like about the program by answering below:

1.	I like coming to the program.	Yes	Sometimes	No
2.	I believe I am treated fairly.	Yes	Sometimes	No
3.	If I have a problem, someone is there to help me.	Yes	Sometimes	No
4.	I like the choices I am given for inside activities.	Yes	Sometimes	No
5.	I like the choices I am given for outside activities.	Yes	Sometimes	No
6.	There are enough supplies and equipment for the activities that are offered.	Yes	Sometimes	No
7.	I am given a choice of activities.	Yes	Sometimes	No

8. I would like to have the following activities added to the program:

_____

_____

9. This is what I like most about the program:

_____

_____

10. This is what I like least about the program:

_____

_____

BASCC Family Satisfaction Survey 2019-2020

SCHOOL/PROGRAM NAME: _____ Date: _____

Are your children attending: Before Care After Care (please check all that apply)

Select the appropriate response. Make sure to answer every question.

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
1.	The principal appears to be involved with the program.						
	Comment:						
2.	When I pick up my child/children, the front desk staff is friendly and makes me feel welcome.						
	Comment:						
3.	The program has the appropriate balance between academic enhancement and play activities.						
	Comment:						
4.	The quality of the program meets the needs of my child/children.						
	Comment:						
5.	The program posts a weekly schedule of activities, and a calendar of upcoming events for parents to view.						
	Comment:						
6.	My child/children are provided an opportunity to complete homework, with assistance, while in the program.						
	Comment:						
7.	The program provides adequate opportunity for outside activities.						
	Comment:						
8.	Videos watched provide appropriate academic enrichment for my child/children.						
	Comment:						

		STRONGLY AGREE	AGREE	DISSATISFIED	VERY SATISFIED	NO OPINION	DON'T KNOW
9.	Enrichment and academic program activities are age and grade level appropriate.						
	Comment:						
10.	I am aware of the emergency drill procedures during the before and/or after school programs. (Example: lockdowns, evacuations, fire drills, and alternative pickup locations)						
	Comment:						
11.	Snacks and/or dinner provided are healthy and nutritious.						
	Comment:						
12.	The counselors provide necessary support for my child/children.						
	Comment:						
13.	The supervisors of the program are available to answer questions or concerns.						
	Comment:						
14.	Parents have an opportunity to make suggestions and discuss their concerns.						
	Comment:						

15.	Please rank the following in order of importance, from 5 being most to 1 being the least.		Safety		Academics
			Enrichment		Homework
			Behavior		

2019/2020 Before and After Care Staff Survey

School Name: _____ Date: _____

The mission of Before and After School Care is to provide students with:

- *An inclusive child care program that is safe and nurturing in a comfortable environment.*
- *A cultural and enriching program that promotes the physical, intellectual, emotional and social development if each child.*
- *A program that meets the highest quality standards.*

To help us learn how you feel about the program, please fill out the following survey. Please check your response and add comments. Thank you for your input.

		Strongly Agree	Agree	Disagree	Strongly Disagree	Unsure
1.	I have a clear understanding of my job and its responsibilities.					
2.	I have had enough training for my position.					
3.	I give input with scheduling and the procedures of our program.					
4.	I am updated regularly with current information through staff meetings, memos, etc.					
5.	I have sufficient supplies for the activities that I plan, and the procedure for obtaining supplies is adequate.					
6.	I have enough time to plan and prepare activities for the students.					
7.	The facility is sufficient for my group's needs and activities.					
8.	The size of my group is manageable and permits me to have interactions with each individual student in my care.					
9.	Staff members work as a team and support the goals of the program.					
10.	My supervisor offers support when needed.					

11. What do you feel should be the responsibility of the on-site supervisor?

_____

_____

_____

12. What do you feel are the program's strengths?

_____

_____

_____

13. What do you feel are the program's weaknesses?

_____

_____

_____

14. What type of training do you feel would be beneficial to you?

_____

_____

_____

15. How can we improve the quality of our before and after school care program?

_____

_____

_____

16. Any additional comments?

_____

_____

_____

When you have completed the survey, please return to the on-site supervisor.

Thank you for your cooperation.

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Each employee is required to attend ten (10) hours of staff development training each year. Trainings other than those offered at site must be pre approved and participant must have an agenda or certificate to verify participation. If you are using MONTHLY staff meetings, be sure to use two (2) sign in sheets.

List all employees names in this column	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	Training Topic: Training Date: Time: Hours:	
Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

2014-2015
SBO_EHH_StaffDevelopmentLog 2014-15
06-14

Page 1 of 2

EXHIBIT 17D

Before & After School Child Care Staff Development- Sign In

School Name: _____ School Year: _____

Employee Name	Employee Signature	Employee Signature	Employee Signature	Employee Signature	Total # of hours
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
38.					
39.					

☎ EMERGENCY NUMBERS ☎

If situation requires Emergency services call that Police/Fire Department at

911

Then call Broward District Schools Police Department (BDSPD)
At 754-321-0911
(*24-hour Emergency Contact*)

During the Day, on Emergency Calls
754-321-0725

"Anonymous Phone Calls" of threats, rumors or imminent danger can be placed to
754-321-0911

Poison Control
1-800-222-1222

Child Abuse
1-800-96ABUSE
(1-800-962-2873)

2018-2019

This form must be completed in PDMS

Emergency Plan

School Name

School Address

City

Zip Code

Provider Name

Program Number

School Phone Number

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate head count upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, tutors, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper documents to follow students. Train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Name:

Phone Number

Address

City

Zip Code

Secondary Evacuation site is:

Name:

Phone Number

Address

City

Emergency Plan

Zip Code

Medical Emergencies

Name of Primary Trained Person

CPR/AED expiry date

First Aid expiry date

Name of Secondary Trained Person

CPR/AED expiry date

First Aid expiry date

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from **front desk.**
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of **emergency card/registration form** is sent with EMS and Administrator to Hospital.
- Program emergency contact:
  Name : Cell:
- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:
  Name : Cell:
- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident/Incident Report from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident/Incident Report from Operational Handbook)

Hospital Phone Number

Emergency Plan

Name of Hospital for transport | Hospital City

Hospital Address | Hospital Zip Code

Fire

- Pull fire alarm/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear.

PLEASE NOTE: You will announce "your name - CLEAR - your name". *Example: Mr. James - CLEAR - Mr. James.*

Evacuation Map

Emergency Plan

Bomb Threats

Recipient of call

- Immediately write what "caller" says
- Remain calm, polite; listen, never interrupt, complete checklist and initiate call trace (if possible).
- CALL 911: Report information from bomb threat checklist.
- Immediately notify principal/designee & SRO.
- Administrator directs PA Call for "Code Black" followed by initiating Fire Alarm.

EVACUATE SCHOOL IMMEDIATELY – NO OPTION

Place a second 911 Call with additional information and command post location. -- Instruct staff not to lock classrooms and take class emergency information/rosters.

Instruct students to take only items in their possession (including book bags)

- NO LOCKER or BATHROOM STOPS.
- DO NOT TOUCH SUSPICIOUS ITEMS - remember their exact location; report them.
- Notify District Office & Broward District Schools Police Department (BDSP).
- Do Not Use radios, cellphones, or computers-only principal/designee may use cell phone outside.
- All students should be staff-supervised.
- Take Attendance for all students & staff (including visitors).

Dismissed Students may not return to classrooms, if school is closed.

Principal/ Facility person in charge with input from law enforcement, BDSP, and fire rescue on-scene will determine "all clear" return to classrooms.

Emergency Plan

Severe Weather

- The NOAA Weather Radio and/or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Emergency Plan

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- **A Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

_____ and/or _____

- **A Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should be activated.

- **A Code Blue** lockdown will be issued if there is a medical situation at hand. School should activate SAFE Team.

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

_____

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map

Emergency Plan

Emergency Contact List

Provider Name

School Name

School Address

School Phone Number

Program Phone Number

Describe the nearest main crossroads to this school if an emergency occurs:

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Name	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider				
First Emergency Contact (Provider)				
Second Emergency Contact (Provider)				
Local Police	Poison Control 1-800-222-1222	911		
Child Abuse and Neglect		1-800-962-2873		
Child Abuse and Neglect (SBBC)	Yva Dieudonne	754-321-2492	954-806-9705	754-321-2499
Special Investigative Unit (SIU)	Chief Craig Kowalski	754-321-0911		
School Resource Officer				
Before and After School Child Care (BASCC)	Dr. Deborah R. Gavilan	754-321-3330	954-249-5112	754-321-3333
Chief, School Performance & Accountability Officer	Dr.Valerie Wanza	754-321-3800	754-321-3888	

Before and After School Child Care Quality Standards
Program Safety Check

Visit # ☐ Provider _____

School _____ Assessor _____ Date _____

Supervisor _____ # of Students Present ____ # of Staff Present ____

Principal _____

Check List			Comment
1. Qualified Supervisor(s) is in place at the start of the program, and remains for the duration of the program time.	◯ Yes	◯ No	
2. Single point of entry is in place and functioning.	◯ Yes	◯ No	
3. All staff members are cleared and badged according to SBBC requirements. Cleared staff who are waiting for an original badge or a badge replacement to be issued, must wear a current STAR badge. Documentation of clearance and unexpired SBBC badge must be in staff file.	◯ Yes	◯ No	
4. The program provider is responsible for having at least one (1) monitored phone for parent and emergency communication. This phone must be located in the child care area. [A designated cell phone may be used for this purpose.]	◯ Yes	◯ No	
5. Emergency phone numbers are posted near the dismissal desk. Evacuation maps are posted in every room of the program space.	◯ Yes	◯ No	
6. There must be operational two-way radios in place for every staff member, including the dismissal desk, and the supervisor(s). Two-way radios are imperative for emergency communication.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

7. The facility and outdoor areas are gated and secured. Additionally, all outdoor gates to mechanical units within the program's operating area, are secured. A checklist is in use to ensure program space is safe and secure.	◯ Yes	◯ No	
8. Equipment for active play is safe. Basketball poles are properly padded.	◯ Yes	◯ No	
9. A system is in place to keep unauthorized people from having contact with students in the program.	◯ Yes	◯ No	
10. Documentation exists in PDMS showing Accident and Incident Reports are written. The program follows the District guidelines regarding reporting.	◯ Yes	◯ No	
11. Staff keeps a daily roster for each group and tracks their location at all times. Staff notes when students arrive and what time they leave the group. In addition, this roster includes specific information for individual students: ▫ allergies ▫ medical needs ▫ special needs	◯ Yes	◯ No	
12. Documentation exists showing individual student's allergy information, medication dispensing records, and all special needs information. Location of existing medication is secured and accessible to staff. Medication is administered according to SBBC policy and documentation exists to show that medication has been handled appropriately. There is a plan for storing and administering students' required emergency medications during field trips. (For ex. EpiPens and Inhalers).	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

13. A NOAA Weather Radio must be monitored and in use at all times during program hours. The WeatherBug app must be on a program supervisor's cell phone. In addition, if the program is operated by the school, the AT&T telephone must travel with the program on field trips.	◯ Yes	◯ No	
14. Students in the program are either under direct supervision or travel in pairs or threes. Students are never left alone; an adult is present with the group. During field trips, students are always under direct adult supervision. Campus Monitors may not directly supervise students.	◯ Yes	◯ No	
15. Correct ratios are observed to be in place at all times. ▫ 1:10 for pre-school and pre-kindergarten students ▫ 1:20 for Kindergarten through 5th grade ▫ 1:25 for 6th grade through 12th grade ▫ Students with special needs require appropriate ratios, to meet their needs. List observed ratios for each group ▫ 1:10 for field trips. This is verified by the staff schedule. ▫ Elementary and middle school students should not be combined in a group.	◯ Yes	◯ No	
16. Emergency Plan is in place for program location and field trips. The plan can be observed. Evidence exists which shows that the plan has been reviewed with all staff members and support staff involved in the plan.	◯ Yes	◯ No	
17. Monthly fire drills have been documented for the school year. The first fire drill should occur within the first two weeks of the start of school. All drills must be recorded and signed in FDMS by supervisor and principal or designee.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

18. Tornado drills are conducted twice per year by the last school day of October and March. Lockdown drills must be conducted monthly beginning in August and ending in June, Code Black Drill - twice per year. Completed by the last school days of October and March as a tabletop training for staff. All drills must be recorded and signed in FDMS by supervisor and principal or designee.	◯ Yes	◯ No	
19. Custodial and garbage carts are kept out of the path of students. Custodians keep carts under their direct control at all times.	◯ Yes	◯ No	
20. All chemical and hazardous materials are in a locked closet and kept out of reach of students.	◯ Yes	◯ No	
21. All restrooms in the program area are clean, supplied and equipment is in working order.	◯ Yes	◯ No	
22. Staff and students wash and dry hands frequently, especially after using the toilet or before preparing food. Staff use proper sanitary procedures for serving meals and snacks.	◯ Yes	◯ No	
23. There are no observable health hazards in the indoor or outdoor program space.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

24. A stocked first aid kit is available. Ice and a filled ice chest are in place for treating injuries. Staff have access to disposable gloves at all times. First Aid kit, ice, and ice chest are portable for emergencies and field trips.	◯ Yes	◯ No	
25. Universal precautions are followed.	◯ Yes	◯ No	
26. Trained staff are on site, including but not limited to: □ Two staff with current CPR and First Aid training □ All staff with SBBC Anti-Bullying training and Department of Children and Families Child Abuse and Neglect Training □ One staff member at the program trained in medication dispensing □ All SBO supervisors must have SBBC Child Abuse and Neglect training and current CPR/First Aid training	◯ Yes	◯ No	
27. Program has established policies to transport students safely; it complies with all legal requirements for vehicles and drivers. (To include a stocked first aid kit and small chest with ice to be used for travel.)	◯ Yes	◯ No	
28. Administrator meets with the program supervisor monthly. Documentation will need to be provided. Agenda showing dates of meeting, and signatures of supervisor and principal or designee.	◯ Yes	◯ No	
29. An identified campus monitor is in place for the duration of the program. The campus monitor is actively patrolling the campus and keeping it secure.	◯ Yes	◯ No	

Before and After School Child Care Quality Standards
Program Safety Check

Areas of Improvement	Areas of Excellence

Assessor's Signature _____ Date: _____

Print Date: 12/21/2018

Before and After School Child Care
School Board of Broward County

On-Site After School Child Care
Program Safety Check
Review Confirmation

I have reviewed the results of the Before & After School Child Care Program Safety Check for the 2019-2020 school year.

School Name: _____

After Care Provider Name: _____

Name of SAF Chairperson
Or SAC Chairperson's Name: _____ Date: _____

Principal or Administrator: _____ Date: _____

Please complete this form as soon as possible and return it by pony to Diann Holmberg at Before & After School Child Care, Rock Island Professional Development Center. Thank you for your assistance.

Revised 2018/2019
12/20/18

The School Board of Broward County
Risk Management Department
Infection Control Update

Please go to the BCPS Risk Management page and click on the link for Universal Precautions and Infection Control for access to the most current information.

Universal Precautions Sign-In Form

Date: _____ Location Name: _____ Location Number: _____

Contact Phone Number: _____ Person Submitting Forms: _____

Signature acknowledges employee has viewed the Bloodborne Pathogens DVD and received the Infection Control Update brochure and Communicable Disease Reporting & Response procedure, and will adhere to all guidelines presented in the DVD and written materials.

Name (Please Print)	Signature	Position (Please Print)	Personnel Number

Department Head / Principal Signature: _____ Date: _____

PLEASE NOTE: Original form must be submitted as it contains a disclaimer. DO NOT combine this form with any other form.
Pony completed originals to: ATT: Office Manager, Risk Management Department, KCW Building, 11th Floor.

This form must be completed in PDMS

Student Accident Report Notification Form

An accident report is required, if the following occurs: a parent and school administrator has been notified of an injury; or a serious injury, or a medical transportation service has been required.
Complete this form (Keep original on file).
All other reports are to be given to school and a copy kept for BASCC records .In addition, all information should be entered in the AS400 system on the L-05 Panel by the school IMT.

Date of Accident _____ School Name _____ School Number _____

Student Name _____ Date of Birth _____ ○ Student ○ Adult

Student Address _____ Time of Accident _____

Parent Guardian Name _____ Telephone _____

Location / Type of Accident (check one):

Location

- ☐ Before School
- ☐ After School
- ☐ Summer Camp
- ☐ Blacktop/Gym
- ☐ Classroom
- ☐ Playground
- ☐ Field Trip

Type

- ☐ Assault/Battery
- ☐ Slip/Fall
- ☐ Accident
- ☐ Insect bite/sting
- ☐ Bite by person
- ☐ Scrape/Scratch
- ☐ Pushed
- ☐ Student wedgie/stuck
- ☐ Hit by an object
- ☐ Swallowed (a tooth, toy, something)
- ☐ Ran into an object
- ☐ Bump
- ☐ Jammed finger
- ☐ Collisions
- ☐ Kick
- ☐ Sprain
- ☐ Burn
- ☐ Smashed finger
- ☐ Stabbed
- ☐ Other

Description of Accident: _____

Treatment (Check all that apply):
○ Yes ○ No Called 911?
○ Yes ○ No Parents Notified?
○ Yes ○ No Transported to Hospital?
○ Yes ○ No Office Of School Performance and Accountability (OSPA) notified?

754-321-3838 office 754-321-3586 fax

Reported by: _____ School Telephone No. _____

Witness: _____ Signature _____ Date _____

Parent: _____ Signature _____ Date _____

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY

Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

This form must be completed in PDMS

BEFORE AND AFTER SCHOOL CHILD CARE (BASCC)

IMMEDIATE NOTIFICATION FORM
INCIDENT REPORTING INFORMATION
Complete form for all serious incidents and any that require police or paramedics

School / Site _____ Date _____

Time of Incident _____
Area: (Check on the line below for School location School Location Number _____

Program Provider Name: _____

Principal Name: _____

DETAILS OF INCIDENT

○ Victim ○ Suspect Name _____ ○ Student ○ Adult

Grade _____ Age: _____ DOB: _____ Race: _____ Sex: ○ M ○ F

Describe Incident:

_____
_____
_____
_____
_____
_____
_____
_____

Location of Incident _____

Police Notified: ○ Yes ○ No BY: _____ Time: _____

Name of Police Department Contacted: _____

Paramedics Called: ○ Yes ○ No BY: _____ Time: _____

Parents Notified: ○ Yes ○ No BY: _____ Time: _____

School Administrator Notified ○ Yes ○ No BY: _____ Time: _____

Office Of School Performance and Accountability (OSPA) ○ Yes ○ No

Below is the contact number for the Office Of School Performance and Accountability:

Office Of School Performance and Accountability (OSPA) 754-321-3838 office
754-321-3886 fax

Child Abuse Hotline Called: ○ Yes ○ No BY: _____ Time: _____
(1-800-96-ABUSE / 1-800- 962-2873 * If the hotline has been contacted and a report has been made and accepted, do not discuss this with the parents. BSO will contact the parent to discuss the call.)

Name of Reporting Personnel: _____ Job Title: _____

BASCC OFFICE USE ONLY Time / Date Call Received: /

Initial: _____ Date: _____

Notes:

ADMINISTRATION OF MEDICATION/TREATMENTS

MEDICATIONS/TREATMENTS MAY BE ADMINISTERED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE WHEN THERE EXISTS AN ILLNESS OR DISABILITY THAT REQUIRES MEDICATION/TREATMENT, WHEN FAILURE TO TAKE THE MEDICATION/TREATMENT COULD JEOPARDIZE THE STUDENT'S HEALTH, AND WHEN THE MEDICATION /TREATMENT ADMINISTRATION SCHEDULE CANNOT BE ACCOMODATED BEFORE OR AFTER SCHOOL. NO STUDENT SHALL BE REQUIRED TO BE PRESCRIBED OR ADMINISTERED ANY PSYCHOTROPIC MEDICATION AS A CONDITION OF SUCH STUDENT RECEIVING EDUCATIONAL OR SCHOOL-BASED SERVICES, INCLUDING BUT NOT LIMITED TO SCHOOL ENROLLMENT, CLASS ATTENDANCE, EXTRACURRICULAR ACTIVITY PARTICIPATION, OR SCHOOL-RELATED EVENT ATTENDANCE. SCHOOL PERSONNEL SHALL RECEIVE TRAINING ON MEDICATION/TREATMENT ADMINISTRATION PRIOR TO ADMINISTERING MEDICATIONS/TREATMENTS. THE CONFIDENTIALITY OF THE STUDENT'S DIAGNOSIS AND HEALTH STATUS SHALL BE ENSURED. SCHOOL PERSONNEL ADMINISTERING MEDICATIONS OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE LIABLE FOR CIVIL DAMAGES (F.S.1006.062).

AUTHORITY: F.S.1001.41 F.S.1006.062 F.S. 1002.20
POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74; 10/16/75; 1/5/84; 7/14/87; 9/4/90
AMENDED POLICY APPROVED: 9/4/97; 6/21/05; 1/18/17

I. **ADMINISTRATION OF PRESCRIBED MEDICATION/TREATMENTS RULES**

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An *Authorization for Medication/Treatment Form* must be completed for students receiving prescription medications. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed medicationsmay only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made to include the type, amount, time to be administered, possible side effects, and any special

instructions regarding the medication. Copies of the completed forms must be placed in the student's cumulative folder.

2. ADMINISTRATION
All prescribed medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS
All prescribed medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication Treatment Authorization form as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed medications, shall be received from the parent/guardian and counted (number of tablets or amount of liquid) and recorded on the area designated on the *Student Medication Log*. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, an advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications. School personnel must receive child specific training for emergency injectable medications e.g., glucagon and epi-pen, when ordered for students.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the *Student Medication Log* in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as these while on school property. All medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer

medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

B. ADMINISTRATION OF TREATMENTS

1. AUTHORIZATION
An *Authorization for Medication/Treatment Form* must be completed for all students receiving treatments (G-tube feedings, suctioning, etc.). The completed form shall include the type of treatment and times to be performed and be signed by the healthcare provider and the parent/guardian. Execution of the form will grant the principal and his/her designee the permission to administer or assist with the administration of treatments at school including when the student is away from school property on official school business. A new Authorization for Medication/Treatment Form must be completed every 12 months or when changes are made.

2. TRAINING
In accordance with F.S. 1006.062, all personnel administering medical treatments must receive child specific training for the required treatment. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant.

3. DOCUMENTATION
The principal is responsible for ensuring all school personnel that administer treatments complete the Daily Procedure Log in accordance with the procedure in Medication Administration Handbook.

4. FIELD TRIPS
Only trained personnel can administer treatments on a field trip.

5. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the

Coordinated Student Health Services Department. Parents may make requests for consideration through the school principal.

II. ADMINISTRATION OF PRESCRIBED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PHYSICIAN APPROVAL RULES

A. ADMINISTRATION OF MEDICATIONS

1. AUTHORIZATION

An Authorization for Medication/Treatment Form must be completed for all students receiving prescribed over-the-counter (OTC) medications which require physician approval. The completed form shall include the type, amount, time to be administered, possible side effects, and any special instructions regarding the medication. All prescribed over-the-counter medications, may only be administered when both the physician and the parent/guardian have signed the form. Execution of the parental consent and physician section will grant the principal or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the school day, including when the student is away from school property on official school business. A new Authorization for Medication/Treatment form must be completed every 12 months or when changes are made. Copies of the completed forms must be placed in the student's cumulative folder.

There are seven selected over-the-counter medications (OTC) that are permitted for grades 9-12 with parental approval only. The medications are as follows: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin and Lactaid. An Authorization for Selected Over-the-Counter Medication with Parental Approval Only form must be completed and signed by the parent and student and notarized.

2. ADMINISTRATION

All prescribed over-the-counter medications, will be administered by onsite healthcare personnel or by school personnel that are trained and designated by the principal.

3. TRANSPORTATION OF MEDICATIONS

All prescribed over-the-counter medications, must be transported by parents/guardians, unless the student has a special health condition. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity, and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form

as trained to perform. Medications are not to be transported on a school bus, unless the student is accompanied by trained personnel or has permission as outlined above to self-administer emergency medications.

4. RECEIVING AND STORING MEDICATIONS
In accordance with F.S. 1006.062(2), all prescribed over-the-counter medications, to be administered by school personnel that are trained and designated by the principal, shall be received from the parent/guardian in the original sealed container, and counted (number of tablets or amount of liquid) and recorded on the area designated on the Student Medication Log. The medication shall be properly labeled and stored in the original container in a locked cabinet.

5. TRAINING
Training shall be provided to the principal or to the school personnel designated by the principal to assist students in the administration of medication. Training shall be provided by a registered nurse, or advanced registered nurse practitioner, a licensed practical nurse, a licensed physician, or a licensed physician assistant. A minimum of two people per school, including schools that have a designated school nurse, must be trained for administration of medications.

6. DOCUMENTATION
The principal is responsible for ensuring all school personnel who administer medication complete the Student Medication Log in accordance with the procedure in the Medication Administration Handbook.

7. FIELD TRIPS
The requirements for medication administration while students are away from school property or on official school business are the same as those while on school property. All prescribed over-the-counter medications, taken on a field trip or other official school business must be in the original container. Only trained personnel can administer medication on a field trip or other official school business. In accordance with F.S. 1002.20, students with special health conditions e.g., asthma, diabetes, hypersensitivity and cystic fibrosis or pancreatic insufficiency; regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form as trained to perform.

8. EXTENUATING CIRCUMSTANCES
Medication administration that requires consideration outside of the rules outlined within this policy must be reviewed and approved by the Coordinated

Student Health Services Department. Parents may make requests for consideration through the school principal.

III. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF SELECTED OVER-THE-COUNTER (OTC) MEDICATIONS WITH PARENTAL APPROVAL ONLY FOR STUDENTS IN GRADES 9-12

RULES

A. AUTHORIZATION

1. An *Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only* form must be completed, signed and notarized by the parent/guardian and student in (grades 9-12) to self-carry and self-administer selected (OTC) medications on school grounds and during school sponsored events. Only medications listed on the *Authorization for Selected Over-The-Counter Medication with Parental Approval* form are permitted, only for the symptoms identified on the form for a maximum of two doses per day. The selected over-the-counter (OTC) medications for self-carry and self-administration by the student must be contained within the manufacturers original container labeled with the student's name. The medication must be self-administered in accordance with the manufacturer's labeled instructions.

2. ADMINISTRATION

A new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval Only* form must be completed, notarized signed by parent/guardian and student and submitted to the school every school year. The *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form is valid only for the duration of a given school calendar year. Any changes in selected over-the-counter (OTC) medication, during a school calendar year shall require that a new *Authorization for Selected Over-the-Counter Medication (OTC) with Parental Approval* form to be completed and received by the school. Principal/designee must maintain the *Authorization Form* and file it in the student's CUM Health folder at the end of the school year. Students in grades 9-12 are only permitted to self-carry and self-administer only one selected OTC medication as authorized on the form by the parent/guardian for a maximum of two doses/day.

3. DISCIPLINARY ACTIONS

Consequences for sale/attempted sale/transmittal of any over-the-counter (OTC) medications will result in disciplinary actions as outlined in The Code of Student Conduct (Policy *5.8*).

4. EXTENUATING CIRCUMSTANCES

Administration of over-the-counter (OTC) medication that requires consideration outside of the rules outlined within this policy, for administration

by trained school personnel, as well as self-carry and self-administration by student, must be reviewed and approved by the Coordinated Student Health Services Department. Parents may make requests for such consideration through their school principal.

IV. SELF-CARRY AND SELF-ADMINISTRATION BY STUDENT OF OVER-THE-COUNTER TOPICAL PRODUCTS

1. Students in all grade levels may self-carry and self-administer the following products: sunscreen, bug repellents (i.e., wipes, lotions). NO AEROSOL SPRAY OR PUMP PRODUCTS are allowed.

2. The student's parent/guardian is responsible for provision and safety of products being self-administered by their child:
   - Providing education/instruction on use/self-administering
   - Age-appropriate according to the manufacturer's label
   - Safe for their child to self-carry and self-administer during the school day, while students are away from school property, engaged within field trips, and/or other school-sponsored events.

V. RIGHTS, RULES AND RESPONSIBILITIES OF USE, POSSESSION, SALE, TRANSMITTAL OF OVER-THE-COUNTER MEDICATIONS

1. Parent/guardian and student must familiarize themselves of rights, rules and responsibilities of use, possession, sale/attempted sale/transmittal of any over-the-counter (OTC) medications, as outlined in The Code of Student Conduct (Policy 5.8).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR MEDICATION: Prescription or Over-the-Counter Medication

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____
School: _____ **Phone #:** _____ **Fax#:** _____

Allergies: _____
Diagnosis: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

List any emergency precautions / health emergencies that should be anticipated for this student; e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifies: _____

Physician's Name (Printed) _____ **Physician's Signature** _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ **Date Completed** _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR MEDICATION
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ **Date of Birth:** _____ **Grade:** _____

I grant the principal or his / her designee the permission to assist or perform the administration of each medication to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their medication at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their medication, I give permission for the principal/designee to perform the administration of the prescribed medication.

NOTE:
- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- School personnel may administer only medication authorized by a physician.
- It is your responsibility to notify the school when there is a change in medication regimen.

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____

Work/Cell Phone Number (Include Ext. if any) _____

Form #2240 Rev. 8/15

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Coordinated Student Health Services, 1400 NW 14 Court, Fort Lauderdale, FL 33311

AUTHORIZATION FOR TREATMENT

Student's Name: _____ Date of Birth: _____ Grade: _____
School: _____ Phone #: _____ Fax#: _____

Diagnosis: _____ Allergies: _____
TREATMENTS DURING SCHOOL HOURS
Treatment Plan: _____

PROCEDURE	TYPE	MEDS / FEEDING AMOUNT	FREQUENCY SPECIFIC TIMES	RATE / FLOW
Catheterization				
Feedings	☐ G-Tube ☐ J-Tube ☐ NG-Tube ☐ Special _____			
Suctioning	☐ Oropharynx			
	☐ Tracheostomy ☐ Deep ☐ Surface			
Tracheostomy	☐ Tube Replacement			
	☐ Care (Cleaning)			
CPT				
Oxygen Mixing				
Ventilator				
Nebulizer Tx				
Pulse Oximeter				

Are any of the above procedures required for emergency care? ☐ YES ☐ NO, IF "YES", specify: _____

List any procedures the student has been trained to perform _____

List any limitations / precautionary measures that should be considered, e.g. physical education, outdoor activities, transporting, lifting, moving, special devices / equipment: _____

List any emergency precautions / health emergencies that should be anticipated for this student: e.g. allergy triggers, diabetic reactions, etc.) : _____

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrives, is this adequate for student survival? ☐ YES ☐ NO, IF "NO", specifics: _____

Physician's Name (Printed) _____ Physician's Signature _____

Physician's Telephone & Fax Numbers _____

Physician's Office Address _____ Date Completed _____

This information will be obtained by School Board District Personnel

PARENTAL PERMISSION FOR TREATMENT
(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

Student's Name: _____ Date of Birth: _____ Grade: _____

I grant the principal or his / her designee the permission to assist or perform the administration of each treatment/procedure to or for my child during the school day, including when he/she is away from school property for official school events. If my child has been authorized by his/her physician to self-administer their medication(s), I grant permission for my child to self-administer their treatment at school and when they are away from school property for official school events. In the event that my child is unable to self-administer their treatment, I give permission for the principal/designee to perform the administration of the prescribed treatment. **NOTE: school personnel may administer only treatments authorized by a physician.** ***It is your responsibility to notify the school when there is a change in treatment regimen.***

Parent / Guardian Name (Printed) _____ Signature of Parent / Guardian _____

Date Signed _____ Home Phone Number _____ Work/Cell Phone Number (Include Ext. if any) _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coordinated Student Health Services, 1400 NW 14th CT, Ft. Lauderdale, FL 33311

Authorization for Selected Over-The-Counter Medication (OTC) with Parental Approval Only

INSTRUCTIONS: Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter medication (OTC) with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student and notarized.

I. Student/Parent Information

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

II. Medication (To Be Completed By Parent/Guardian)

THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20_____-20_____ OR FROM _____ TO _____

Only ONE Medication may be selected. Only 2 doses of the medication are allowed on person.

[illegible]	[illegible]	[illegible]	[illegible]	
Tylenol (Acetaminophen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of minor aches and pain; fever (100.4 will not be treated as school)	Student with temperature over 100.4 must be sent home.	
Tums (Calcium Carbonate) ☐Yes ☐No	Administer according to the manufacturers label	For stomach acid or heart burn	Alert: May cause constipation	
Advil, Motrin (Ibuprofen) ☐Yes ☐No	Administer according to the manufacturers label	For relief of body aches & menstrual cramps; fever (100.4 will not be treated as school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to aspirin.	
Midol (Acetaminophen, Pamabrom) ☐Yes ☐No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful.	
Allegra (Fexofenadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	
Lactaid (Lactase) ☐Yes ☐No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
Claritin (Loratadine) ☐Yes ☐No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose);	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to.	

Rev. 03/2017

1

Section C Program Operations Page 168

III. Parental Permission (To be completed by Parent/Guardian only)

By signing below, I (the parent or legal guardian) understand that the selected over-the-counter medications with parent only permission will be self-carried and self-administered by the student. I understand that if I permit my child to self-carry and self-administer medications, I assume full responsibility for any consequence resulting from medication administration by my child. I understand that all medication must be in the original sealed container, clearly labeled with the student's full name. I understand and have discussed with my son/daughter that if he/she sells or transmits this medication, he/she will be consequence based upon the District's Discipline Matrix. By signing this form, I assume full responsibility of any consequence resulting from the self-carry and self-administration of the selected over-the-counter medications. I am also releasing The School Board of Broward County, Florida, from any liability that results in my son/daughter selling or transmitting any of the medications identified above.

Name of Parent/Legal Guardian (Please Print): _____

Signature of Parent/Legal Guardian: _____ Relationship to the Student: _____

Home Phone: _____ Business/Mobile Number: _____

Email Address: _____

IV. Student Acknowledgment (To be completed by Student only)

Name of Student (Please Print): _____

Signature of Student: _____

V. To be completed by Notary Public only

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Notary Seal)

_____
Official Notary Signature

_____
Printed Name of Notary

STUDENT MEDICATION LOG

Student's Name: _____ DOB: _____ School: _____ *Allergies _____

Doctor: _____ Phone #: _____ Fax #: _____ Rm/Rm Teacher _____

Special Instructions: _____ Side Effects: _____ Diagnosis: _____ Month/Year: _____

MEDICATION

NAME

DOSAGE

TIME TO BE GIVEN

ROUTE

* Record the amount of Medication received (i.e. # of pills, amount of liquid) when each is received in the "Notes" Section on the Reverse
* Record Time Medication was given for Routine (not prn) and Initials in the appropriate block
* If medication is not given, please use a code for the following observations to indicate the reason why:

A-absent O-out of medication T-field trip D-discontinued R-refused DW-dose wasted ER-early release day V-vacation/school closed S-Other and Provide explanation in the "Notes" Section on the Reverse side

Date																				
	AM Initials																			
	PM Initials																			
	AM Initials																			
	PM Initials																			
	AM Initials																			
	PM Initials																			
	AM Initials																			
	PM Initials																			

Signature _____ Signature _____ Signature _____ Signature _____

DOCUMENTATION OF RECEIPT OF MEDICATION

DATE RECEIVED	MEDICATION (Name and dosage)	AMOUNT	PARENT/GUARDIAN SIGNATURE	RECEIVED BY (SIGNATURE)

Rev. 05/06/13

NOTES

DATE	TIME		DATE	TIME	

Private Instructional Personnel Program

Occupational Therapist Requirements & Behavior Health Partnership Provider List

Behavioral Therapy

- Parents/guardians who would like their child to receive therapy for behavioral health during program hours must use a therapy company that has been approved via SEDNET.

  Follow this link for more information:
  http://bcps-esls.com/html/BHP_Provider_List.php

- Verify that the company is approved prior to allowing them on campus.
- If they are approved under SEDNET, they may provide services during program hours.
- If they are not on the list they cannot provide services. If you have questions regarding behavioral health email: charlene.arecsek@browarschools.com

Occupational Therapist

- Parents requesting occupational therapy services during program hours must complete the following packet from Exceptional Student Learning Support.
- Therapists are required to go through FieldPrint to get a level 2 security clearance.
- If cleared, the therapist must wear their badge while on campus.
- School principal must sign the attached document.



Application Packet_Pr...

Operational Fees Paid to Host School and SBBC

- By the 15th of each month of service, all providers shall remit 10% of the previous month's gross revenue to the host school, in addition to 5% to SBBC. This amount is equivalent to the 15% currently remitted to SBBC by SBO programs.
  - The form used for this Operational Fee is called the "Private Provider Monthly School Remittance".
  - Programs specifically designed to service students with special needs, funded by the Children's Services Council, or a City with an RFP, will not pay the 15%.
  - A campus monitor is required for each location.
    - The cost will be covered by the provider.

Consumable Items Fee

- All programs will pay a consumable items fee.
  - This fee will cover items used on a daily basis such as toilet paper, paper towels, soap, etc.
- The fee will be calculated using the following:
  - $0 1-30 students
  - $5 31-100 students
  - $10 101-200 students
  - $5 additional, each day, for each increment of 100 students

Children's Services Council (CSC) Programs

- If the program is 100% CSC funded, or a city sponsored program with an RFP, the provider will pay a maximum of $750.00 per year.
  - Assessed for the use of the building for 180 instructional days
- Programs that are partially funded by CSC will be assessed 10% of the monthly gross revenue collected for fee based students.
  - Remitted to the school
  - The provider will pay a maximum of $750.00 per school year
    - Assessed for the use of the building for 180 instructional days

Facility Usage Agreement

The Facility Usage Agreement (FUA) is part of RFP FY20-007 and is used in lieu of a lease agreement. The FUA covers one fiscal year (July 1st to June 30th). Principals receive the FUA by May 1st, prior to the beginning of the new fiscal year. Principal review the usage dates requested, and determine if the school can meet the provider's request.

If the school cannot meet the request, the FUA is returned to the provider to make appropriate changes. Once the dates are agreed upon, and the principal signs the FUA, the application is sent to the Office of Service Quality for final SBBC approval.

Operational Fees Paid to BASCC

Fee Based Programs

In accordance with RFP FY20-007, BASCC receives $15.00 per student registered during the school year, and $15.00 per student registered in summer programs from all providers.

- This amount is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the first day of July of each summer.
  - All students registered must be counted.
  - Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

Children's Service Council/City Based Programs

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- Programs will pay a total of $5.00 per child, annually, for the first year.
- Programs will pay a total of $10.00 per child, annually, for the second year.
- Programs will pay a total of $15.00 per child, annually, for the third year.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

Fee Structure

Students must be enrolled for the entire payment period, for the prescribed number of hours. Partial week payments for students who are absent from the program due to illness or other reasons is not permitted. BASCC programs may not offer drop-in services.

Section D Financial Section Page 176

Family Registration Fee

- A Family Registration Fee is required for all students who enroll or re-enroll in BASCC programs.
- Fee is per student
- This fee is non-refundable.

Student Cost: PPO Programs

Fees must be paid in advance of services.

Payment Schedule

- It is suggested that students are registered for a full payment period.
  - Payment periods are based upon the program's hours of operation.
  - Fees are based on an hourly rate.
  - Cost per payment period is prorated when school is closed.
  - A payment schedule for the year must be distributed to the parents.

Partial Week Payments

- Partial week payments for students who are absent from the program due to illness or other reasons is not permitted.

Refunds Due to Withdrawal

- A student who has paid in advance for the period and withdraws from the program during that period, will be entitled to a refund for the number of remaining days in the period.
  - The Family Registration Fee is non-refundable.

Collection of Fees

- Fees may be collected in weekly, bi-weekly, or monthly installments, in advance of service.
- Fees for schools on a year-round schedule, must adjust their monthly fees.
- Parents may request adjustments to the fee or fee collection schedules from the provider.

Aftercare Program Discounts

- Before care programs, regardless of program length, are not eligible for staff or sibling discounts.
- Full-time SBBC employees and program employees whose children attend the aftercare program, are eligible for a 5% discount.
- Families with more than one child registered at the same program site are eligible for a 5% discount for the second, third and any additional children.
- Discounts cannot be combined.

One Hour Staff Program

PPO programs are required to provide children of on-site staff with an alternate program fee, based upon a one-hour childcare program. This can be offered during the school's morning or afternoon planning time.

- This alternate one-hour program will be made available only to children of on-site school board staff working at that particular school site.
- Program is not available to school board employees from other locations.
- Because they are SBBC employees, they receive the 5% discount.
- Students registered as "One Hour Staff" must be signed out of the program prior to the end of the one hour period.
- Late Pick-Up fees must be applied after the one hour period has ended.

Free childcare cannot be offered to any SBBC employee.

Late Pick-Up

If a parent/guardian is late to pick up a student or students, a Family Late Pick-Up fee is charged for each 15 minute interval (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.).

- Fee is charged per family, not per student.
- Fee may not exceed $15.00 per every 15 minutes.
- Fee amount must be communicated to all parents and stated in the program's handbook.
  - Refer to SPB I-454.

Procedures for Students Not Picked Up by Program Closing Time

- If a student has not been picked up by the program's closing time, the supervisor should attempt to contact the parent/guardian by telephone.
- If the parent/guardian cannot be reached, the emergency contacts listed on the student's registration form should be called.

Procedures for Students Not Picked Up/One Hour After Closing Time

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

- The program's must contact the school based administrator
  - With the school based administrator's permission, notify the SBBC Special Investigative Unit at 754-321-0725.
  - If the student is taken into the custody of the police, the officer must sign the School Board Policy 1161, Supplement 23, School Board of Broward County Release Form.
  - The police department will notify the Department of Children and Families (DCF).

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section D Financial Section Page 182

FACILITY USAGE AGREEMENT COVER SHEET - RFP FY20-007

FISCAL YEAR APPLYING:	
PPROVIDER NAME:	
SCHOOL NAME:	

CHILDREN'S SERVICES COUNCIL (CSC) INFORMATION:

Is this program a Children's Services Council (CSC) scholarship school: ☐ YES ☐ NO

If yes, is this a year round grant (School and Summer) scholarship? ☐ YES ☐ NO

How many children does CSC fund for the school year? _____

How many children does CSC fund for the summer and days off? _____

Provide the pay scale, for these children receiving scholarships.

OTHER SCHOLARSHIP INFORMATION:

Is this program funded by another organization? ☐ YES ☐ NO

If yes, what is the name of the funding agency: _____

How many children receive scholarships from this funding agency? _____

Provide the pay scale, for these children receiving scholarships.

PROVIDER SCHOLARSHIP INFORMATION:

Does your company provide scholarships for this location? ☐ YES ☐ NO

How many scholarships does your company provide for this location? _____

Provide details on the number of scholarships your company provides to this location and the percentage the family pays for their children to attend.

***Approximately, how many children do not receive any type of scholarship?** _____

My company agrees to notify the school if there is change to the information above. ☐ YES ☐ NO

Provider, you must provide this school with a copy of your parent pay scale, registration fee, and collection dates for this location. Failure to provide this information may result in denial of the *"Facility Usage Agreement"* by the Area Office. These documents must be attached to your *"Facility Usage Agreement"*.

FACILITY USAGE AGREEMENT FOR RFP FY20-007
LETTER OF INTENT TO PROVIDE CHILD CARE SERVICES

Name of Site | Site Contact | Name of Provider

Specific Need	Date	Number of Children	Number of Rooms Needed	Security Guard (if required by school)	Time(s) of Operation for Contract	Cost
School Year (Holidays to include Early Release)						All provider programs FTE per day. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
Holidays (Districts closed)						All provider programs FTE per day to include workdays. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
Young Men's Facility Only						All provider programs FTE per day. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
Young Men's Facility Only - Optional Hours						All provider programs FTE per day. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
Young Men's Facility Only - Optional Hours						All provider programs FTE per day. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
Location Planning Only						Contractual terms are applies per day to all programs and a set fee planning day and depends on the number of children the program is serving
Summer Camp*						All provider programs FTE per day. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
June						
July						
August						
Early Release Summer (Dates to be Determined)						All provider programs FTE per day. Contractual terms are applies per day to all programs and depends on the number of children the program is serving
Summer Camp and Early Release Days (Check if you are also providing services)						

Principal's Signature | Date | OSQ: ☐ Approved ☐ Not approved | OSQ Representative Signature | Date

Section D Financial Section Page 184

THE SCHOOL BOARD OF BOARD COUNTY, FLORIDA
Before & After School Child Care (BASCC) Department
Private Provider Registration Fee Remittance Form

In accordance with RFP FY20-007, BASCC receives, from every provider, $15.00 per student registered during the school year, and $15.00 per student registered in summer programs.
The amount provided to BASCC is determined by the program's student count on the Monday closest to the 15th of October of each school year, and by the 1st day of July of each summer.

- All students registered must be counted.
- Payment to BASCC shall be submitted by the 31st of October of each school year, and by the 15th of July of each summer.

This amount has been altered for city-based programs, as well as those programs funded by the Children's Services Council.

- These programs will pay a total of $10.00 per child, annually.
- Payment is due by the 31st of October.
- Payment is based upon the 15th of October count.

This amount remitted includes scholarship students, vouchered students, and students with special needs receiving services under the RFP FY23-007.

Date: _____
Private Provider Name: _____ School Year ____ Summer ____

Site Name	Director Name	Number of Students Registered	Multiplied by $15	Multiplied by $10 for CSC/City	Total for Site

Total Remitted: _____

Make check payable to: School Board of Broward County, Florida
Keep a copy of attendance sheet for this time period in your documentation file for verification.

Private Provider Monthly School Remittance

School Name: _____

Private Provider: _____

Private Provider Contact Person: _____

Private Provider Contact Number: _____

Total number of students currently in program for before and/or after care: _____

Total number of students receiving scholarships: _____

Total number of full fee paying students: _____

Total number of students who registered, this month, for the program: _____

Total number of students who withdrew, from the program, this month: _____

Attach your program's monthly attendance log for this school location.

Check Which Month	Revenue Collection Date	Check Remittal Date	Total Collected for Program	10% for School	5% for SDBC
	August 1 – August 31	9/15/20_			
	September 1 – September 30	10/15/20_			
	October 1 – October 31	11/15/20_			
	November 1 – November 30	12/15/20_			
	December 2 – December 31	1/15/20_			
	January 1 – January 31	2/15/20_			
	February 3 – February 27 (28)	3/15/20_			
	March 1 – March 31	4/15/20_			
	April 1 – April 30	5/15/20_			
	May 1 – May 31	6/15/20_			
	June 1 – June 30	7/15/20_			
	July 1 – July 31	8/15/20_			

Check Number for School: _____ Check Number for District: _____

Type name of Provider Representative who completed this form

Signature of Provider Representative

Private Provider Custodial Assistant Tasks

This is the private provider's staff member. The assistant is finished when all tasks listed below have been completed. At sites where no Operational Fee is paid to school, the Private Provider shall provide a staff person to serve as Custodial Assistant.

School Name: _____

Date of Check: _____ Staff Member: _____

Indicates the task has been successfully completed.

DO NOT TOUCH BODILY FLUIDS.

INFORM THE SCHOOL CUSTODIAN IF ANY BODILY FLUIDS ARE FOUND

	BASCC Bathrooms **Group bathrooms should have been cleaned from day's use before the assistant starts duties.**
Before After School Child Care Begins	* Pick up and empty trash using rubber gloves and litter pickers.
	* Wipe off sinks using rubber gloves and properly mixed cleaning chemicals supplied by the facility.
	* Stock paper towels (if applicable), soap and toilet paper.
	Prepare Classrooms
	* Put chairs at desks.
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
Clean Up After Care (After 5:30 p.m.)	**Prepare Classrooms for Cleaning**
	* Pick up and empty trash using lobby pan, lobby broom and gloves.
	* Stack chairs in an area agreed upon by the facility.
	* Pick up and empty trash outside.
	Prepare Cafeteria for Next School Day
	* Wipe tables using rubber gloves and cleaning solution provided by the facility.
	* Pick up trash using lobby pan, lobby broom and gloves.
	* Sweep floors using push broom, gloves, trash receptacle and dust pan. Also empty trash.
	BASCC Bathrooms
	* Same cleaning as before BASCC begins.

If there are any problems, please tell your site supervisor to contact 754-321-3330, if the problem can not be solved.

Comments: _____

_____

_____ _____

Supervisor's Signature Custodian's Signature

Staffing the Program

Minimum Staff Requirements

Staff is defined as any person who is in direct supervision of students. Staff must be at least 18 years of age and meet the job description.

- All staff must have Level II Security Clearance. Broward County Public Schools will oversee appropriate background checks and screenings on all staff completed by "FieldPrint, Inc.". Minimum requirements include:
  - Fingerprinting
  - Local criminal record check
  - Florida Department of Law Enforcement (FDLE) check
- The supervisor of a program must be at least 21 years of age and meet the job description.
- In the absence of the supervisor, there must be a person designated, who meets the same qualifications as the supervisor, to perform supervisory responsibilities.
- Student workers may be used to assist the staff member. A student worker is fingerprinted, and meets the following requirements:
  - must maintain a 2.5 grade point average
  - must be 16 years of age or older
  - may not be counted in the staff-to-student ratio
  - may not be left alone with students

After Hiring

Each site must provide a "Staff Handbook" to employees. This handbook must be reviewed at staff meetings and with new hires. Staff members must sign a document which confirms that they have read and understand the Staff Handbook. A template for a Staff Handbook is provided by BASCC annually.

- Contents of the handbook must include:
  - SBBC Policies
  - Program procedures
  - Rules and regulations
  - Emergency procedures
  - Important phone numbers
  - Forms to be used by the program

Identification Badge

- A copy of each employee's photo ID badge must be kept on-site in their personnel file.
- All PPO employees, who also work for SBBC, must obtain a vendor badge through FieldPrint, Inc.
- All BASCC program employees must wear their school/program badge at all times.

Program Training Requirements

Orientation Training Requirements

Each program will conduct an orientation for all employees. The orientation will include, but will not be limited to:

- Overview of the organization
- Overview of the childcare program
- Review of the Operational Handbook
- Review of the Staff Handbook
- Review of developmentally appropriate practices
- Review of the School's Safety Plan and procedures
- Review of the BASCC Quality Standards
- Review of School Board Policies related to childcare employees
- Familiarity with specifics related to the school location site

Staff Training Requirements for Each Program

The following are required for programs to meet "Quality Standards":

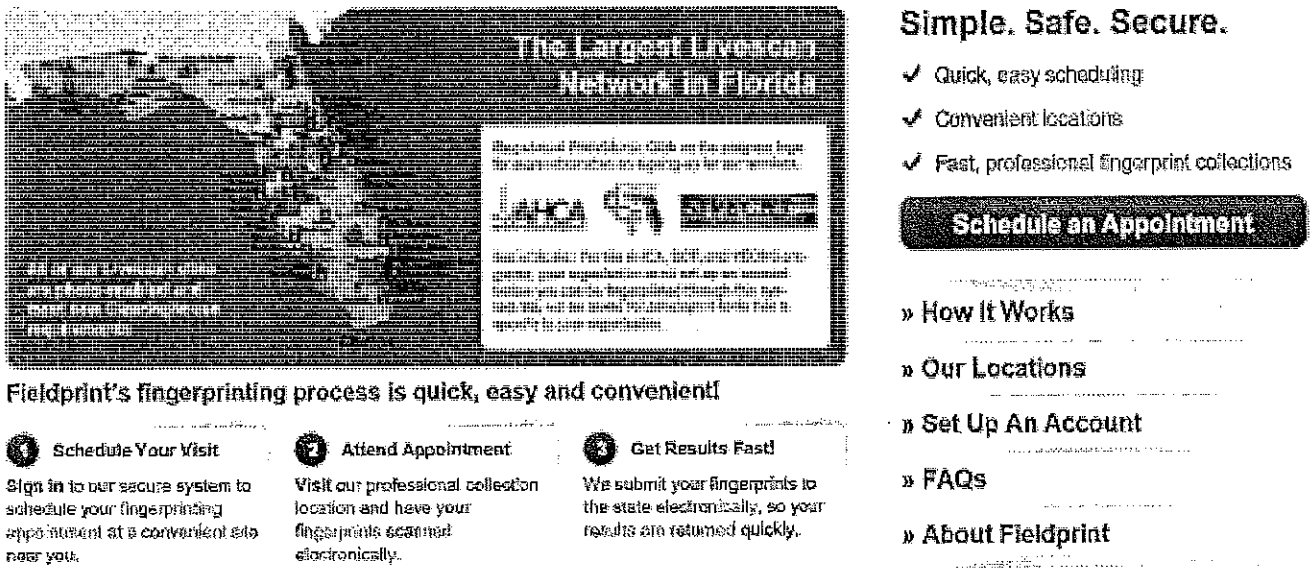
- First Aid and CPR: Two (2) staff must be present at all times with current certification (note many job descriptions, including but not limited to Child Care Supervisor, require this training)
- SBBC Anti-Bullying: All staff must receive this within the first two (2) weeks of employment
- Department of Children and Families (DCF) online Child Abuse and Neglect training must be taken annually by all SBBC staff, including supervisors.
- At least one (1) staff member with SBBC Medication Dispensing training must be on site at all times.
- Ongoing staff development for all employees (including supervisors) will be provided on a regular basis and kept in the training "Show" file.
- Training will be a minimum of 2.5 hours quarterly, 10 hours annually.
  - First AID/CPR/AED training may not be used to meet the staff development requirement.
- Please refer to each staff's job description for this requirement.
- The program may use the "BASCC Staff Development Sign-In" form for documentation.
- Evidence of training must include:
  - Agendas
  - Sign-in Sheets
  - Meeting content must be included as a part of the documentation.

SUPPLEMENTAL DOCUMENTATION SECTION

Supplemental documentation can be found in the subpages below.

Section E Employment Information Page 190

FieldPrint Inc. Information



Pre-Enrollment Guidelines

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Underlying Premises

Guidelines were developed by the Before & After School Child Care (BASCC) Department, the Exceptional Student Learning Support(ESLS) Department, and the Equal Education Opportunities (EEO) Department of the School Board of Broward County (SBBC). These guidelines were based on the premises that:

1. BASCC is not a part of the educational process; it is a service for parents/guardians and students.

2. Programs need to provide students with disabilities equal access, and follow the American Disability Act (ADA) guidelines.

3. It is the responsibility of the schools, the providers, and the School Board of Broward County, to inform parents/guardians about BASCC opportunities.

Student Information

1. Student Eligibility: All pre-school, elementary, middle and high school students enrolled in a Broward County Public School (BCPS) are eligible to participate in a BASCC program. A student with disabilities must have equal access to attend before and/or after care.

   SBBC provides students with disabilities equal access to BASCC programs, and accommodations are provided to meet the unique needs of these students. SBBC's procedures for BASCC include a process for identifying and implementing accommodations to meet students' unique needs.

2. When applying for services, the parent will complete the BASCC Special Needs Informational Document, identifying all of the student's needs. Failure to provide true and accurate information to the program will result in the student being removed immediately. As students' needs will vary, the program will determine if the student's immediate needs can be met at that time. For example: is there staff in place who can service the student, or does the program need to hire additional staff? If staff are not available, the program will hold the spot until staff can be put into place to meet the needs of the student.

   The purpose of the BASCC Special Needs Informational Document is to determine: staffing, special training needs for staff, special equipment, transportation, and anything else necessary. The designated person from the school can be the ESE Specialist, the 504 Liaison, the ESE teacher, and/or a

classroom teacher who may be asked to assist the program. The designated person will review the document. The program may request that an observation of the student be conducted to best determine the needs of the student.

3. When necessary, an attempt will be made to provide transportation after enrollment in a BASCC program. Transportation to the program is arranged by the school with the BCPS transportation department. If transportation cannot be provided by BCPS, then it will be the parent's responsibility to provide the transportation.

4. Discussions between the provider and the parent or guardian at the informational document is provided will determine the program staffing needs. For accommodations to be met, additional staff may be needed. This includes: finding a person by advertising, screening, fingerprinting, and training to meet the student's needs.

5. Students with special needs will be included with their non-disabled peers to the fullest extent possible. Lower student-to-staff ratios, if needed, will be provided on a case-by-case basis.

   Current general population ratios required by BASCC:
   - Pre-K 1:10
   - K-5 1:20
   - 6-8 1:25

6. Eligible PPOs must adhere to these guidelines, or it will be deemed a breach of RFP requirements, and may be cause for termination.

7. If a parent feels that their child has been discriminated against, and the program/school or parent needs additional information, contact the Equal Opportunities (EEO)/American Disabilities Act (ADA) Compliance Department of BCPS at 754-321-2150.

Any other concerns or questions should be directed to the Before & After School Child Care (BASCC) department at 754-321-3330.

THE SCHOOL BOARD OF BROWARD COUNTY
Before & After School Child Care (BASCC)
BASCC Special Needs Informational Document

Parent/guardian requests before or after care services for a student with special needs.

1. A Pre-Enrollment Conference must take place to determine accommodations that will best meet the student's needs. The following individuals must be present at this meeting: the parent/guardian of the student, the student, if possible, the BASCC supervisor or program designee, and the ESE Specialist, the 504 liaison or teacher, along with any additional staff that work with the student during the school day. At this time, an answer cannot be given to the parent or guardian, as all options for the best care must be fully considered. The supervisor or provider designee of the BASCC program will acknowledge a conference, at the school, by email.

2. The BASCC program supervisor or provider designee, and the ESE Specialist will discuss several options:

   a. First, can services be provided

      The BASCC program supervisor or provider designee, the ESE Specialist, the 504 Liaison or teacher agree that the student's needs for before or after care can be met in an inclusive setting within the program. This team decision is based upon the level of support needed to meet the student's needs, as well as the available program resources. (Note: The IEP requirements for educational support during the school day are not required to for the before or after care program time, however, equal access to the program must be met.) The BASCC supervisor or provider designee will notify the parents/guardians that their child may complete registration for the before or after care program.

   b. Second, a two-week trial period option

      The BASCC program supervisor or provider designee will attempt to address ways to meet the student's needs and document attempts on the form provided. A two-week trial period is in effect for all students attending a BASCC program. During this time, the BASCC program supervisor or provider designee, will look at how well the program itself is meeting the student's needs.

   c. Finally, referral for an alternative placement

      If the special needs of the student cannot be met at the program, and every attempt has been made to find appropriate alternatives, a referral

for an appropriate alternative program placement will be made.

If all of the above requirements have been met, and an appropriate program is available, the program provider will contact the parent or guardian with the before or after care options.

If no options for placement are available, the program provider will draft a letter to the family, stating that it has made every attempt to locate services for the family, but is unable to recommend program placement at this time. The provider will continue to explore alternatives to meet the family's needs for the future.

Exceptional Student Learning Support, 754-321-3400 (can arrange training).

Director, BASCC, Broward County Public Schools, 754-321-3330.

BASCC Special Needs Informational Document

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student Number: _____ Date Submitted: _____

Name of Student: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

Home Phone: _____ Work Phone: _____

Emergency Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

After School Provider and Program Location: _____

Student's School: _____

Does the student have an IEP (Individualized Education Program) or 504 Plan? ○Yes ○No

If no to the above, is the student being considered for testing? ○Yes ○No

If yes, will you provide a copy of the plan? ○Yes ○No

Please check the special education services received at school:

○Full-time ○Cluster Class

○Part-time ○Other _____

Please indicate classroom staff to child ratios: _____

Please indicate student's Matrix of Services required:

Autism Spectrum Disorder	☐Gifted	☐Specific Learning Disabled
☐Deaf or Hard of Hearing	☐Language Impaired	☐Speech Impaired
☐Developmentally Delayed (Age 0-5)	☐Occupational Therapy	☐Trainable Mentally Handicapped
☐Dual-Sensory Impaired	☐Orthopedically Impaired	☐Traumatic Brain Injured
☐Educable Mentally Handicapped	☐Other Health Impaired	☐Visually Impaired
☐Emotional/Behavioral Disabilities	☐Physical Therapy	☐Diabetic
☐Established Conditions (Age 0-2)	☐Profoundly Mentally Handicapped	☐Other

Please list any secondary diagnosis: _____

COMPLETE MEDICATION INFORMATION IS NECESSARY IN A MEDICAL EMERGENCY

Please list ALL current medication and daily dosage:

Please list any side effects to the above medications: _____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Student's Name: _____ Student Number: _____
Do medications need to be administered during the program? ◯Yes ◯No
If yes, please complete Medication Authorization Form.

Special Diet: _____

Please list any allergies: _____
In order to best meet the needs of the student, please complete the following information completely and accurately.
The student is able to:

Dress ◯Independently ◯Needs Partial Assistance ◯Needs Total Assistance

Use the Bathroom: ◯Independently ◯Needs Partial Assistance
◯Wears Pull-Ups or Diapers ◯Needs Total Assistance

PLEASE NOTE! PARENTS MUST PROVIDE DIAPER/PULL-UP SUPPLY AND ADEQUATE CHANGES OF CLOTHES

If the student requires toileting assistance, do they indicate the need or show signs of the urge? ◯Yes ◯Sometimes ◯No

Has the student been included in a 1:20 staff to child ratio? ◯Yes ◯Sometimes ◯No

Does the student need assistance to participate in activities? ◯Yes ◯Sometimes ◯No

Does the student play with toys appropriately? ◯Yes ◯Sometimes ◯No

Does the student requires 1:1 care? ◯Yes ◯No

If yes, please explain: _____

Does the student receive public school transportation? ◯Yes ◯No

Has the student ever required physical restraint? ◯Yes ◯No

Has the student ever become aggressive towards others? ◯Yes ◯Sometimes ◯No

Does the student run away from a group or designated area? ◯Yes ◯Sometimes ◯No

Would the student attempt to hide? ◯Yes ◯No

Do the student's siblings attend the program? ◯Yes ◯No

Does the student have seizures? ◯Yes ◯No

If yes, please complete Seizure Action Plan.

What is the student's level of speech and communication (including language spoken at home):

_____

List any assistive technology or communication devices required:

_____

List any challenging behaviors (for example: hitting, kicking, biting, pinching, screaming, tantrums, eloping): _____

Are there situations in which the student is more likely to engage in the above behaviors?

_____

What is the response to these behaviors at home?

_____

What is the response to these behaviors at school?

_____

Before and After School Child Care (BASCC)
Special Needs Informational Document

Name of Student: _____

Student's motivating rewards and reinforcers: _____

Please list the student's interests: _____

Special training recommended for staff: _____

Requested staff to student ratio: ☐ 1:1 ☐ 1:4 ☐ 1:10 ☐ 1:20 ☐ other _____
(Not all programs provide these ratios)

I agree to release the information from my child/dependant's IEP (Individualized Education Program) or 504 Plan
☐ Yes ☐ No

THE PARENT / GUARDIAN'S SIGNATURE BELOW INDICATES AGREEMENT WITH THE FOLLOWING LANGUAGE

- I understand this pre-enrollment conference is not a guarantee of my child's placement in the before and/or after school child care program. The purpose of the "Pre-enrollment Conference" is to determine if this program is most appropriate for my child.
- I understand that this program is not designed for therapeutic or one-on-one care. I understand this before and/or after school program operates within the provisions of the American's with Disabilities Act, which allows for equal access for students.
- I understand and agree that if my child is determined to be a threat to the overall health and safety of him/herself or others, he/she may be expelled from the before and/or after school child care program.
- After taking in considerations all needed accommodations, I understand that upon entering, all students have a two week trial period. If the program cannot meet the student's needs, the student may be withdrawn.
- I understand that all students, regardless of their diagnosis, are subject to disciplinary procedures. Parent conferences, probationary periods, and suspension are some of the steps that may be taken to ensure children and families are aware that their before and/or after school placement is in jeopardy. In some cases, students may be subject to emergency suspension or expulsion, at the sole discretion of the before and or after school provider, if the student's behaviors are beyond our staff's ability to control.
- I give permission for information from this intake interview to be shared with the Before and After School Child Care (BASCC) Special Needs Committee, if special considerations need to be made for my child's after school placement.

School Representative: _____ Signature: _____

LIST other individuals present at intake:

_____ _____ _____
Print Name / Relationship to student Print Name / Relationship to student Date:

_____ _____
Print Name / Relationship to student Print Name / Relationship to student

Registering Adult: _____

Signature of Registering Adult: _____ Date: _____

Agreed upon ratio: ☐ 1:1 ☐ 1:4 ☐ 1:10 ☐ 1:20 ☐ other _____

Page 3 of 3 ○ Signature

Case Note Log

Name of Student: _____ Student Number: _____

Date of Birth: _____ Age: _____ Grade: _____

Registering Adult: _____

After School Provider and Program Location: _____

The following attempts have been made to assist the family of the above student:

Call(s) made to the following:

Contact 1

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 2

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Contact 3

Name of Organization: _____

Date of call: _____

Spoke with: _____

Suggestions/Solutions: _____

Special Needs Contacts

Organizations for Assistance

☐ **211 First Call for Help, Special Needs Connections**
Phone: 211 Mainline
Phone: 954-390-0493 Administration
www.211specialneeds.org or 211-broward.org
Special Needs Help-Line Counselors, Care Coordinators
Phone: Dial 2-1-1

2-1-1 can help you find food, housing, health care, senior services, child care, legal aid and much more. Visit our Special Needs Connections, Senior Touchline , and TeenSpace websites to see a complete list of our services.

☐ **Achievement & Rehabilitation Centers, Inc. (ARC)**
10250 NW 53rd Street
Sunrise, FL 33351
Phone: 954-746-9400
TTY/TTD: 954-577-5357
Fax: 954-746-9496
arcbroward.com
Contact: Mainline

Ask for specifics department for needed services intake for a Team Leader (i.e., behavior/discipline or speech, etc.)
Visit website to see complete list or programs and services.

☐ **Ann Storck Center, Inc.**
1790 SW 43rd Way
Fort Lauderdale, FL 33317
Phone: 954-584-8000
Fax: 954-321-6863
www.annstorckcenter.org
Contact: Dawn Terlizzese, ext. 377 dterlizzese@ascfl.org
Lori Mandke ext. 319, Pre-school Director
Cecilia Nanetti, ext. 325, Pre-school Coordinator
The Center is dedicated to enriching the lives of children and adult with developmental disabilities.

We provide service/program for preschool age children, and adults through agency programs, and teach empowerment skills to families in need by hosting ongoing events for their enhancement of life.

Special Needs Contacts, Page 2

Organizations for Assistance

Broward Autism Foundation
P.O. Box 450476
Sunrise, FL 33345-0476
Phone: 954-465-4700
asabroward.org
info@asabroward.org
Contact: Fabiola Torrez, President

Providing "free" support groups and recreational services for anyone effected by autism, and for parents/guardians and/or caregivers. For more info visit the websites.

Center for Hearing & Communication (CHC) *aka League for the Hard of Hearing*
2900 West Cypress Creek Road, Suite 3
Fort Lauderdale, FL 33309
Phone: 954-601-1930 (Voice Direct)
TTY: 954-601-1938
Fax: 954-601-1399
chchearing.org
Contact: David Williams ext. 322, Programs Operations Manager, dwilliams@chchearing.org
Kim Schur, Director, Audiology, kschur@chchearing.org

CHC meets hearing and communication needs through professional services that provide the highest level of clinical expertise, and technical know-how available in the hearing healthcare field.

In addition, serves as an educational resource to consumers and healthcare professionals worldwide seeking information on hearing loss and hearing conservation.

Center for Independent Living
4800 N. State Road 7, Suite 102
Fort Lauderdale, FL 33319
Phone: 954-722-6400
TTY: 954-735-0963
Fax: 954-735-1958
Toll Free: 888-722-6400
cilbroward.org

Our mission is to offer assistance to people with disabilities in fulfilling their goals of independence and self-sufficiency.

In addition, providing core services of advocacy, independent living skills, information and referral, and peer support.

We offer programs/services in housing/ADA accessibility, nursing home transition, employment, high school high tech/youth services, assistive technology and equipment, and the Florida Telecommunications Relay, Inc. (FTR).

Special Needs Contacts, Page 3

Organizations for Assistance

☐ **South Broward Hospital District (SBHD)**
d/b/a Memorial Healthcare System (MHS)
7031 Taft Street
Hollywood, FL 33024
Phone: 954-584-7000
Fax: 954-985-0382
mhs.net
Contact: Tim Curtin
tcurtin@mhs.net
954-985-7004 (Voice Direct)
SBHD d/b/a MHS mission is to provide safe, quality, cost-effective, patient and family centered care regardless of one's ability to pay, with the goal of improving the health of the community.
We extend beyond medical care to address issued of all residents' quality of life, such as advocating air conditioning in local public housing and conduct programs to engage at-risk children and seniors.

☐ **The Children's Advocacy YMCA Family Center**
900 SE 3rd Avenue
Fort Lauderdale, FL 33316
Phone: 954-623-5555
Fax: 954-623-5556
ymcabroward.org
Contact: Alison Bergman-Rodriguez, Executive Director, Special Needs
abregman-rodriguez@ymcabroward.org
754-551-7138 ext. 1103
Ratios: 1:2, 1:4, 1:6
The Advocacy engages programming and service coordination foster physical, social and academic development, as well as family strengthening. Our unique service approach strives to address key issues that impact school-age youth, teens, families and active older adults of all developmental levels.
We engage communities in our three areas of focus:
Youth development - nurturing every child and teen, Healthy living - improving the communities' health, and Social Responsibility - giving back & supporting others.

☐ **United Community Options, Inc. (UCO) (Formerly UCP)**
3117 SW 13th Court
Fort Lauderdale, FL 33312
Phone: 954-584-7178
Contact: Jill Reipsa
954-315-4058 (Voice Direct)
jill.reipsa@ucpsouthflorida.org

Ratio is 1:5 and will take all children with special needs.
UCP serves more than 1,800 infants, children and adults with developmental disabilities. In addition to Cerebral Palsy, UCP service anyone with conditions such as Down syndrome, autism, spina bifida, prematurity, hearing, intellectual disabilities and speech delay.
We have programs and services a designed to meet the special needs of each individual and family served, with a common goal: to enable people with disabilities to reach their greatest potential, and achieve rewarding and productive lives as fully participating members of their communities.

Cost Proposal
for
Before and/or After School Child Care
Fees Paid by Parents/Guardians

Young Men's Christian Association of South Florida, Inc.
d/b/a YMCA of South Florida

After school childcare for one (1) child	
Ten Month Fee Per Student	$1,950.00
Registration Fee Per Student	$ 20.00
Total Fee	$1,970.00
After School childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$1,950.00
Ten Month Fee for second (2nd) child	$1,852.50
Registration Fee Per Student ($20 per student, $30 per family)	$ 30.00
Total Fee	$3,832.50
Before school childcare for one (1) child	
Ten Month Fee Per Student	$ 585.00
Registration Fee Per Student	$ 20.00
Total Fee	$ 605.00
Before school childcare family cost with two (2) students in same school	
Ten Month Fee for first (1st) child	$ 585.00
Ten Month Fee for second (2nd) child	$ 555.75
Registration Fee Per Student ($20 per student, $30 per family)	$ 30.00
Total Fee	$1,170.75

Children's Services Council Sliding Fee Scale

Afterschool Weekly Fees per Child	Number of Family Members in Household			
	2	3	4	5+
$0	$0 to $24,000	$0 to $249000	$0 to $34,000	$0 to $38,000
$5.00	$24,001 to $28,000	$29,001 to $33,000	$34,001 to $38,000	$38,001 to $43,000
$10.00	$28,001 to $32,000	$33,001 to $37,000	$38,001 to $42,000	$43,001 to $47,000
$15.00	$32,001 to $36,000	$37,001 to $41,000	$42,001 to $46,000	$47,001 to $51,000
$20.00	$36,001 to $40,000	$41,001 to $45,000	$46,001 to $50,000	$51,001 to $55,000
$25.00	$40,001 to $44,000	$45,001 to $49,000	$50,001 to $54,000	$55,001 to $59,000
$30.00	$44,001 to $48,000	$49,001 to $53,000	$54,001 to $58,000	$59,001 to $63,000
$35.00	$48,001 to $52,000	$53,001 to $57,000	$58,001 to $62,000	$63,001 to $67,000
$40.00	$52,001 to $56,000	$57,001 to $61,000	$62,001 to $66,000	$67,001 to $71,000
$50 (Full Rate)	$56,001 and above	$61,001 and above	$66,001 and above	$71,001 and above

Children's Services Council Sliding Fee Scale

Summer Weekly Fees per Child	Number of Family Members in Household			
	2	3	4	5+
$0	$0 to $24,000	$0 to $249000	$0 to $34,000	$0 to $38,000
$10.00	$24,001 to $28,000	$29,001 to $33,000	$34,001 to $38,000	$38,001 to $43,000
$20.00	$28,001 to $32,000	$33,001 to $37,000	$38,001 to $42,000	$43,001 to $47,000
$30.00	$32,001 to $36,000	$37,001 to $41,000	$42,001 to $46,000	$47,001 to $51,000
$40.00	$36,001 to $40,000	$41,001 to $45,000	$46,001 to $50,000	$51,001 to $55,000
$50.00	$40,001 to $44,000	$45,001 to $49,000	$50,001 to $54,000	$55,001 to $59,000
$60.00	$44,001 to $48,000	$49,001 to $53,000	$54,001 to $58,000	$59,001 to $63,000
$70.00	$48,001 to $52,000	$53,001 to $57,000	$58,001 to $62,000	$63,001 to $67,000
$80.00	$52,001 to $56,000	$57,001 to $61,000	$62,001 to $66,000	$67,001 to $71,000
$155 (Full Rate)	$56,001 and above	$61,001 and above	$66,001 and above	$71,001 and above

Cost Proposal
for
Summer Program and Non-School Days Childcare
Fees Paid by Parents/Guardians

Young Men's Christian Association of South Florida, Inc.
d/b/a YMCA of South Florida

Summer Program or Non-School Day childcare for one (1) child

Three Month Fee Per Student	$1,240.00
Registration Fee Per Student	$ 20.00
Total Fee	$1,260.00

Summer Program or Non-School Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$1,240.00
Three Month Fee for second (2nd) child	$1,178.00
Registration Fee ($30 per family)	$ 30.00
Total Fee	$2,448.00

Half (1/2) Day childcare for one (1) child

Three Month Fee Per Student	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A

Half (1/2) Day childcare family cost with two (2) students in same school

Three Month Fee for first (1st) child	$ N/A
Three Month Fee for second (2nd) child	$ N/A
Registration Fee Per Student	$ N/A
Total Fee	$ N/A