**Section 2- Language for AA**

The Organization shall provide:

* Provide after school program services at (School Name) free of charge.

Program Services

Days of Service: Monday - Friday

Time: 3:05 p.m. – 6:00 p.m.

Student Qualifications Grades K - 5

Target Number 100

* Provide after school program services at (School Name) free of charge.

Program Services

Days of Service: Monday - Friday

Time: 3:05 p.m. – 6:00 p.m.

Student Qualifications Grades K-8

Target Number 100

* The organization will provide supervision of students until school site staff facilitator reports to the after-school program.
* The organization will arrive prior to dismissal to provide supervision to students for the afterschool program during dismissal.
* The organization will be responsible for the hiring and compensation for each school site facilitator recruited from each school site.
* If staff such as a custodian and security is needed, the organization will assume responsibility for payment.
* The organization will be responsible for the recruitment of students for participation into the program from each school.
* The organization will provide recruitment materials for the after-school program (i.e. flyers, brochures, etc.)
* The organization will assume the responsibility of obtaining the following consent forms from each participating student: (consent forms attached)
  + Permission for Release of Record and/or Information From Records Form# 1867E
  + Consent Form for Mutual Exchange of Information Form# 2128
  + M-DCPS Permission for parental consent for Media Release Form# 7489
* The organization will be responsible for applying for the ***Facilities Usage Agreement*** and completing the process;

<http://www.communityuse.com/default.asp?acctnum=374392310>

* The organization will provide a parental consent form for each student participating in the program. (attached parental consent form)
* Will provide the school and the participating students with the agency's LATE PICK UP policies and procedures. (attached consent-policies/procedures form)

* + **SAMPLE 1:**
    - It is our policy to charge a late fee (unless prohibited by a specific funder) for pick-up after the scheduled closure time of 6:30 pm. Payments are due at time of pick-up. The late fee is $1.00 for each minute increment. **Parents who are consistently late may be asked to withdraw their child from the program** (at the discretion of the Site Coordinator.)
    - While a staff member will be designated to remain with your child while waiting for late pick-up by an authorized adult, the following procedures will take place:
    - 1) Attempting contact with parent/guardian on their cellphone or work number listed in the student file
    - 2) Contacting other authorized persons listed on the emergency contact form
    - 3) Contacting the Program Director to let them know that a child is being supervised after the program hours
    - 4) Contacting the DCF/authorities if the pick-up does not happen within one hour or no contact with any authorized pick-up person can be made.
  + **SAMPLE 2:**
    - All children are dismissed at 4:00 p.m. which is when the educational programming ends.  If a child is not picked up by 4:00 p.m. all late pick up procedures will be followed (please see procedures below).  Parents who are consistently late may be asked to withdraw their child from the program (at the discretion of the Site Supervisor.)
    - Late pick-up procedures when a child is not picked up by 4:00 p.m.
    - 1. Staff will attempt to make contact with the parent/guardian on his/her cell phone or work number listed in the student file.
    - 2. If parent is not reached, staff will contact other authorized persons listed on the emergency contact form.
    - 3. In instances when attempted contacts have all failed and 1 hour has transpired since the close of the program, the authorities will be contacted.
* Utilize Miami-Dade County Public Schools Department of Food and Nutrition After Schools Meals Program to provide daily snacks.
* The organization will provide all materials, supplies, and equipment needed for program implementation.
* The organization will be responsible for the assessment supply fee; if applicable.
* Submit for approval to the school administrator/designee notification two weeks in advance of upcoming field trips and events for participant. In accordance to Miami-Dade County Public Schools Board Policy 2340, all documentation must be completed and approved by the school site principal.
* Students transported for all field trips and/or events, require utilization of a M-DCPS approved transportation vendors at no additional cost to program participants.
* The organization will be responsible to complete the DCF Licensing process by the Department of Children and Families <https://www.myflfamilies.com/service-programs/child-care/child-care-licensure.shtml>
* Upon completion of the DCF Licensing process, please provide the school site principal with a copy of the response notifying the organization of their need (or exemption) for a DCF License.
* Comply with the Family Educational Rights and Privacy Act (FERPA), as well as all State of Florida and Federal laws relating to the confidentiality of student records.
* Ensure all staff hired by our organization, have been fingerprinted and cleared by M-DCPS Fingerprinting Office prior to beginning any work assignment. Pursuant to Florida Statue 1012.465 Background Screening Requirements for Certain Non-instructional School District Employees and Contractors.
* Collaborate with Miami-Dade County Public Schoolsto facilitate programmatic data and evaluation needs relevant to the project plan’s deliverables and outcomes based on the guidelines below:
  + - Student ID# must be included with request. Programming staff cannot correct IDs that do no match.
    - All data processing will be completed within reasonable timelines depending on the time of year of the request.
    - A fee may be assessed should the data analysis request exceed more than one programming days’ worth of effort.
* Data Required from the Office of Assessment, Research and Data Analysis for all after-school participants (The organization is willing to pay a fee to cover the costs of delivering required data)
  + - Quarterly grades for students participating in the program (at the conclusion of each grading period).
    - Quarterly attendance including excused/unexcused absences, tardies, and out-door suspensions.
    - Un-weighted/weighted GPA for all high school students in semester 1 and 2.
    - Graduation withdrawn senior date.
    - SAT/ACT scores for seniors at the end of the year (for semester 1and 2).
    - Unofficial semester 1 transcripts for seniors.
    - FSA Scores
    - iReady data
    - Baseline, mid-year, and end of course assessments

***Organizations Request To Invite Visitors on School Grounds***

Pursuant to School Board Policy 9150- School Visitors, school principals have the authority to prohibit the entry of any person on school grounds. If you wish to have someone outside your organization visit school property, you must obtain permission from the school principal two (2) weeks prior to their visit.