



# The Children's Trust Youth After School and Summer Initiatives

The FIU-ENLACE MIAMI/  
2020-2021 After-school Program  
(Including COVID-19 Addendum)

Policies and Procedures Manual

***"To have happy engaged children who are becoming  
better readers and physically fit"***

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## **Welcome to the FIU-ENLACE Miami/The Children's Trust Youth After School and Summer Programs Policies and Procedures Manual**

FIU-ENLACE Miami offers after school and summer programs to children in Miami-Dade County and is generously funded by The Children's Trust. The After School program provides ***struggling readers who are at risk of not being promoted*** with much needed academic support including, but not limited to, reading intervention, fitness education, and homework assistance. *Summer of ENLACE* is a college prep summer program for children who want to pursue a college/university education and have earned a "B" average in their current academic year.

The Children's Trust ***requires that all after school and summer sites display the current Children's Trust Logo / Sign*** within the facilities at locations visible to children and parents. Additional signs may be obtained by contacting the ENLACE Miami office.

The following policies and procedures are to be followed without exception unless prior written permission is obtained, and granted, by FIU-ENLACE Miami. Any, and all, stakeholders may obtain copies of the Policies and Procedures Manual by contacting the FIU-ENLACE Miami office.

***In the event that a situation arises not expressly covered under this Policies and Procedures Manual, the policies and procedures of Miami-Dade County Public Schools, Department of Children and Families, The Center for Disease Control (CDC), Florida International University, and/or The Children's Trust will take precedence.***

**Goal - "To have happy engaged children who are becoming better readers and physically fit"**

### **Mission**

It is the primary mission of the FIU-ENLACE Miami After School and Summer programs is to bridge literary gaps that may exist in student achievement and prepare youth to pursue a college education. The mission will be accomplished through the use of research-based reading instruction and STEM Education to develop the critical thinking and reading skills of all participants.

### **Staff Positions and Responsibilities**

#### **ENLACE Director**

The Director is responsible for overseeing all after school site on-site and virtual activities and reporting, financial, contractual, and programmatic requirements of The Children's Trust.

#### **Site Coordinator**

The Site Coordinator is a Certified Elementary Education teacher responsible for the performance of all contracted activities undertaken at the after school site. They are responsible for recruiting participants, coordinating equipment and facilities, facilitating supplies and technology resources, overseeing attendance recording and submission, monitoring compliance with activity schedule, ensuring that teachers/partners are meeting their job/contract requirements and student files are in compliance, monitoring that employees are signing in and logging in their hours on a daily basis, and participants are receiving quality educational services. This position is a part-time position and is scheduled to work two hours per day each day the after school site is open and is paid by FIU-ENLACE Miami After School program.

#### **Parent Liaison**

The parent liaison works in conjunction with the site coordinator to ensure that the program is running at optimal performance levels. The parent liaison is responsible for recording and submitting the daily attendance, organizing student files, making copies, and assisting the site coordinator with any tasks related

to the daily operation of the program. Parent Liaisons work three hours per each day the site is open and are paid by FIU-ENLACE Miami After School program.

### **Teachers**

ENLACE teachers are Certified Elementary and Middle School teachers responsible for an assigned class. Teachers must be certified in the area that they are assigned to teach, develop daily lesson plans, tutor students, facilitate computer-based reading intervention, administers assessments, monitors student progress, and develops additional intervention strategies as needed. Each teacher works based on their assigned class schedule up to two hours per day that the site is open and is paid by FIU-ENLACE Miami After School program.

### **Activity Leaders (Provided by school)**

Each FIU-ENLACE Miami School is responsible for providing an activity leader that serves to aid FIU-ENLACE Miami partners in providing a quality experience for all children. The activity leader serves as the liaison between the FIU-ENLACE Miami partner and the school to guarantee that the partner complies with school procedures, regulations, and specific requests. These requests can be related to bathroom policy, sign-out procedures, just to name a few.

### **Subcontractor**

Fit Kids of America is an agency that is contracted through FIU-ENLACE Miami to provide youth fitness enrichment services to after school and summer participants. FIU ENLACE Subcontractors will only hire employees fingerprinted and cleared through Miami Dade County Public Schools to be on school premises. Partners can work up to five hours per day as required by the class schedule during the hours the FIU-ENLACE Miami program site is open. Partners employees are contracted and paid through their primary agency. The primary agency receives funding from The Children's Trust administered by FIU ENLACE, the lead agency of the program.

The Yaeger Foundation is an agency that is contracted by FIU-ENLACE Miami to provide technology enrichment educational services to summer participants.

### **Student Recruitment Criteria**

For the FIU ENLACE After School Program, candidates are required to meet certain eligibility requirements to be eligible. Candidates should be reading below grade level and it is suggested that they be enrolled in grades 2-5, however, each site may accept other elementary grades as per school community needs. It is the responsibility of each site coordinator to recruit the allotted number of students.

For the FIU Summer of ENLACE program, candidates should be enrolled in grades 6-8 and have a 3.0 GPA with excellent conduct grades.

#### **Reading Performance Below Grade Level**

The primary measure used to determine if a student is reading below grade level are the FCAT reading scores. To be eligible for participation children must have an FCAT reading score of a 1 or a 2. If students are entering third grade and have not taken the FCAT the second grade Stanine Score is an acceptable instrument to determine eligibility. Additionally, eligibility can be determined based on the students ESOL standing.

#### **Teacher Recommendations**

FIU-ENLACE Miami After School sites welcome parent/teacher recommendations. The site coordinator should evaluate each recommendation individually to determine eligibility.

### **Registration Form**

All after school sites are to utilize The Children's Trust Client Information and The Department of Children and Families intake form as the registration forms. Please make sure that all items that are identified with an asterisk (\*) are completely filled in as failure to do so will constitute an incomplete form. The ENLACE Miami office must have a copy of each registration form on file. Summer of ENLACE also utilizes The Children's Trust Client information form in its application packet.

### **Consent Form**

FIU-ENLACE Miami sites are required to obtain parental/legal guardian consent for all minor participants and/or for adult participants in the program for services; and to share information with The Children's Trust for monitoring and evaluation purposes. Provider will ask participants to sign a voluntary Consent to Photograph form. The form is available in English, Spanish, and Creole and can be downloaded from [www.thechildrenstrust.org](http://www.thechildrenstrust.org). The signed consent form for photography will be maintained at the program site,

with a copy filed in the participant's record. The consent shall be part of the participants' registration form. Any refusal of consent must be properly documented and signed by the parent or legal guardian on the consent form.

**Attendance Requirement**

Students who participate in the FIU-ENLACE Miami programs commit to be present each day and participate for the entire length of the program. Students who are unable to meet this requirement are not eligible for participation in the program.

**Parent Meetings**

Each site is required to have, at minimum, an introductory parent meeting (In-person or Virtually) at which time the program information, requirements, and education plan is presented to the parents so that they may make an informed decision. At this meeting parents are strongly encouraged to become members of their School's Parent Teacher Association (PTA).

**Student and Parent Satisfaction Surveys**

Students and parents are required to complete a satisfaction survey regarding the FIU-ENLACE Miami program as stipulated by The Children's Trust. Satisfaction surveys are available in English, Spanish or Creole and are anonymous and confidential. Parent surveys provide important information and are an integral part of improving our program services to children and youth.

**Attendance Sheets**

Attendance is required to be submitted virtually online on a daily basis.. It is the responsibility of each site to ensure that the student's names are listed accurately and that newly admitted students or withdrawn students are reflected with the appropriate code. If an individual site is closed for any reason the attendance sheet must reflect the closure.

**Codes**

In order to keep accurate attendance records, the FIU-ENLACE Miami office requests that all FIU-ENLACE Miami sites adhere to a universal system of attendance recording so that each child's attendance can be accurately identified and recorded in the Children's Trust database. The code needs to be entered on the final day i.e. if a student is withdrawn and his last day was the 22<sup>nd</sup>, then the 22<sup>nd</sup> must have a red W.

The universal system is based on a letter code as follows:

- P student is present
- A student is absent
- N student is New to the program
- W student is withdrawn
- R student has returned to the program

**Attendance Procedures**

Attendance is required to be taken daily and throughout the day in after school after each class and in the summer program in the morning and after lunch. Attendance is to be recorded virtually daily and submitted to the FIU-ENLACE Miami office online system. All attendance will be recorded in The Children's Trust Data Tracker system by the Program Assistant and certified and reviewed by the Program Director.

**Arrival/Dismissal**

Program Assistants/Parent Liaisons are responsible for dismissing children and obtaining parent signatures. In instances where parent sign-out is not feasible (such as children leaving on a bus) Program Assistant to record which authorized individual is transporting the child home.

**Supervision of Children**

Children are to be supervised by FIU-ENLACE Miami staff at all times. Children are to be released only to authorized adults. In no instance is a child permitted to walk home or leave the program without adult supervision, unless authorized in writing by the parent.

**Transportation**

Chapter 65C-22 2010 <http://ccrain.fl-dcf.org/documents/2/470.pdf>  
Florida Administrative Code  
Child Care Standards

(f) When transporting children, staff-to-child ratios must be maintained at all times. The driver may be included in the staff-to-child ratio. Prior to transporting children and upon the vehicle(s) arrival at its destination, the following shall be conducted by the driver(s) of the vehicle(s) used to transport the children:

1. Driver's Log. A log shall be maintained for all children being transported in the vehicle. The log shall be retained for a minimum of four months. The log shall include each child's name, date, time of departure, time of arrival, signature of driver, and signature of second staff member to verify the driver's log and that all children have left the vehicle.
2. Upon arrival at the destination, the driver of the vehicle shall:
  - a. Mark each child off the log as the children depart the vehicle;
  - b. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle; and
  - c. Sign, date and record the driver's log immediately, verifying that all children were accounted for, and that the visual sweep was conducted.
3. Upon arrival at the destination, a second staff member shall:
  - a. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle; and
  - b. Sign, date and record the driver's log immediately, verifying that all children were accounted for and that the log is complete.

(g) Each vehicle shall be equipped with contact information for all children being transported. When transporting children with chronic medical conditions (such as asthma, diabetes or seizures), their emergency care plans and supplies or medication shall be available. The responsible adult shall be trained to recognize and respond appropriately to the emergency.

**Participant Files**

It is the responsibility of the FIU-ENLACE Miami site to maintain an accurate record of all students that have been served year to date. The participant files at each site should contain, at a minimum, the following information:

- 1) Registration form signed by legal authority and includes release of information to the Trust.
- 2) Social Security Number or MDCPS ID #.
- 3) Date of Birth
- 4) Demographic Information
- 5) For Children with Disabilities, verification is contained within file.
- 6) Documentation for special medical needs or health concerns.
- 7) Emergency Contact Information
- 8) Emergency Medical Authorization
- 9) Voluntary Consent for Video & Photography
- 10) Confidentiality of Client Information (or HIPPA as applicable)
- 11) Start Date and End Date for each participant

**Requirements for Delivery of After School and Summer Services**

- 1) Participants are in accordance with target population
- 2) Participants are engaged in activities
- 3) Staff is responsive to participants' culture, language, and/or special needs
- 4) Staff model appropriate interactions with participants, parents/caregivers, community members and other staff members.
- 5) Activities and materials reflect language and culture of the participants served
- 6) There are sufficient materials and supplies that are in good condition for use by all participants
- 7) Materials are accessible to all participants

**Additional Programmatic Requirements**

- 1) Marketing materials identify The Children's Trust as a funder including website
- 2) The Children's Trust Signs are posted at site recognizing them as funding source
- 3) Staff and consultants wear identification.
- 4) Current first aid kit, CPR documented for at least one person.
- 5) Participant care license or exemption & other certifications are current
- 6) Fire Inspection Certificate is current
- 7) Health Inspections Certificate is current
- 8) All agency transport vehicles have current registrations and licenses
- 9) There are no apparent health hazards in indoor/outdoor spaces
- 10) Fitness staff walk/inspect fitness area every day before activities begin
- 11) Evacuation routes/maps posted in each room
- 12) Program offers healthy snacks/meals

- 13) Snack/meal menus are posted
- 14) Schedule of activities is posted
- 15) Staff documents when children arrive and leave
- 16) Activities follow schedule posted
- 17) Equipment/facilities are appropriate for the ages and abilities of participants

#### **Parent Communication Log**

*Parent Liaison/Site Coordinator will communicate with parents immediately via phone call when a child is absent from the afterschool program, unless parent has given prior notice or school has notified, also if the child is involved in an incident/accident. Parent Liaison/Site Coordinator to maintain a log of all parent communications.*

#### **Activity Schedule**

The activity schedule is determined for each after school site by Site Coordinator and the FIU-ENLACE Miami Program Director and stipulated in The Children's Trust contract. It is expected that this schedule be followed with little or no variations.

*Schedule of Activities to include at a minimum the following requirements:*

- 1) *Fitness:*  
30 - 60 minutes 5 days/wk
- 2) *Social Emotional Learning:*  
30 min 1 day/wk
- 3) *Differentiated Literacy Instruction (I-Ready Not Permitted):*  
30 min x 3 days/wk
- 4) *Group Literacy Instruction (I-Ready Not Permitted):*  
30 min 3 days/week
- 5) *Homework Assistance:*  
30 min - 60 min 5 days/wk
- 6) *Nutrition Instruction:*  
30 min on one Friday / Month

*Activity schedule should be posted where it is easy to read by children and adults.*

#### **Schedule Variations**

If a variation from the schedule is required please request permission in writing or via email from the FIU-ENLACE Miami office. Temporary variations in program schedule can include, but are not limited to, field trips and special events.

#### **Cancellations/Changes**

If the program needs to be canceled due to an emergency please send notification in the form of an e-mail to the FIU-ENLACE Miami office as soon as possible. If a subcontractor does not arrive on time please notify the FIU-ENLACE Miami office. If a site needs to make a permanent change in the activity schedule please send an e-mail request to the ENLACE Miami office. In the e-mail please state what the problem with the current schedule is, what attempts the site has made to work with the current schedule, and the proposed change so that the request may be evaluated and communicated to The Children's Trust. Permanent changes to the activity schedule may require a contract amendment with The Children's Trust.

#### **Lesson Plans**

In the event that the after school site provides in-house enrichment activities such as physical education/fitness activities or content-based labs, the subject teacher is required to complete daily lesson plans.

#### **I-Ready (district approved computer-based reading program)**

The FIU-ENLACE Miami After School program *may utilize during homework time* individualized computer-based reading instruction. Research clearly shows that students who have learning disabilities or are

classified as ESOL perform better with a daily dosage (at least ½ hour) of reading instruction that is computer-based and adapted to their individualized reading level.

### **Student Assessments**

Each FIU-ENLACE Miami site is required to administer student assessments (One Minute Reading Fluency Test (ORF), Reading Comprehension Test (ISTEEP Maze), The Progressive Aerobic Cardiovascular Endurance Run (PACERS), Social Emotional Learning Surveys Teacher and Participant Assessment) at three points during the program, referred to as the Pre, Mid, and Post Test and are to be administered within testing windows established by The Children's Trust.

### **Participant Outcomes**

#### **PACERS (Grades K-5):**

65% children will make meaningful improvement on physical fitness performance based on their level at pre-test (SY)

Associated with: School Year, Physical Activity

Data Source/Measurement Tool: PACER Multi-Stage Shuttle Run SY

Timing: Pre-test, Mid-test, Post-test

Meaningful Improvement: Based on an increase in four laps completed from the pre-test to the post-test.

#### **ORF Oral Reading Fluency Assessment (Grades K-3):**

80% children through 3rd grade will make meaningful improvement on oral reading fluency based on their level at pre-test

Associated with: School Year, Group Literacy

Data Source/Measurement Tool: 1 Minute Oral Reading Fluency (ORF) SY

Timing: Pre-test, Mid-test, Post-test

Meaningful Improvement: For the ORF, meaningful improvement is defined as one of the following based on pre-test level of

oral reading fluency: - Participants at the "frustrational" level improve to "instructional" or "mastery" level. -

Participants at the

"instructional" level improve to "mastery" level. - Participants at the "mastery" level remain at the "mastery" level.

#### **iSTEEP Maze (Grades 4 and above):**

80% children in grades 4 and above who make meaningful improvement in Reading Comprehension based on their level at pre-test

Associated with: School Year, Group Literacy

Data Source/Measurement Tool: iSTEEP Maze Assessment SY

Timing: Pre-test, Mid-test, Post-test

Meaningful Improvement: Defined as one of the following based on pre-test level of reading comprehension:

- Participants at

the "frustrational" level improve to "instructional" or "mastery" level. - Participants at the "instructional" level improve to

"mastery" level. - Participants at the "mastery" level remain at the "mastery" level.

#### **Social Emotional Learning Surveys Teacher (Grades K-2):**

75% children in Kindergarten through 2nd grade who make meaningful improvement in social-emotional learning based on their level at pre-test.

Associated with: School Year, Social-Emotional Learning (SEL)

Data Source/Measurement Tool: Child Trends SEL: Staff Survey (K-2) SY

Timing: Pre-test, Mid-test, Post-test

Meaningful Improvement: Based on an increase of .41 points (Minimum Detectable Effect) from the pre-test to the post-test

OR maintaining a score of three (3) or more.

#### **Social Emotional Learning Surveys Teacher/Child (Grades 3-5):**

75% children in grades 3 through 5 who make meaningful improvement in social-emotional learning based on their level at pre-test.

Associated with: School Year, Social-Emotional Learning (SEL)

Data Source/Measurement Tool: Child Trends SEL: Staff & Child (3-5 grade) SY  
Timing: Pre-test, Mid-test, Post-test  
Meaningful Improvement: Based on an increase of .41 points (Minimum Detectable Effect) from the pre-test to the post-test  
OR maintaining a score of three (3) or more.

### **Participant Feedback**

Satisfaction surveys must be administered to 100% of children, youth, and their parents once during the school year (March) and once during the summer. Providers have the option to administer the satisfaction surveys from The Children's Trust (which can be found at The Children's Trust website) or to use a satisfaction survey of their choosing. Providers may also choose to administer the surveys by distributing paper copies of the surveys and asking respondents to complete them, or online through Survey Monkey. If a provider chooses Survey Monkey, it must set up its own user account. Providers will submit aggregate information on the survey results for the school year through an online survey by April 15th. Online survey responses for summer camp surveys must be submitted by September 15th.

### **Sexual Harassment**

Each ENLACE site shall complete an incident report in the event a program participant, client or employee makes an allegation of sexual harassment, sexual misconduct or sexual assault by an after school site employee, volunteer or anyone arising out of the performance of after school services and after school site has knowledge thereof. After school site shall provide written notification to FIU-ENLACE Miami and The Children's Trust within three (3) business days after school site is informed of such an allegation. The after school site shall provide written notification to The Children's Trust within seven (7) business days, if any legal action which is filed as a result of such an alleged incident.

### **Incident/Accident Reports**

Any student who witnesses an accident or is injured during the program should report it immediately to the nearest staff member.

### **Fire Drills**

During the facility's licensure year, fire drills utilizing the alarm system, approved by the local fire authority, must be *conducted monthly* at various dates and times when children are in care.

### **Emergency Preparedness**

*Lockdown and inclement weather drills must be conducted when children are in care. Lockdown or inclement weather drills shall be practiced a minimum of one time per operating year when children are in care. A lockdown or inclement weather drill may substitute for one monthly fire drill. No more than three fire drills may be substituted for during a 12 month period. Documentation of this substitution must be maintained for 12 months. A current attendance record and emergency contact information must accompany child care personnel during the drill or actual emergency and must be used to account for all children. Daily classroom attendance rosters must be used to account for all children once gathered in a safe space after exit and upon return to the program*

### **Code Yellow/Code Red**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement. Evacuation plan needs to include the process of ensuring specialized equipment and medications are taken with the child.

### **Emergency Procedures**

*Facilities must have a procedure for responding to situations when an immediate emergency response is required. A contingency plan for emergency or disaster situations need to be in place when it may not be possible to follow standard emergency procedures. Emergency procedures must be posted and readily available. All child care personnel must be trained to manage in an emergency.*

*A. The facility must have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children or child care personnel to the licensing authority. The following types of incidents must be addressed:*

- 1. Lost or missing child;*
- 2. Suspected maltreatment of a child;*

3. *Injuries or illness requiring hospitalization or emergency treatment;*
4. *Death of child or child care personnel;*
5. *Presence of a threatening individual who attempts or succeeds in gaining entrance to the facility.*

### **Sanitation Procedures**

Facilities must have a written routine schedule for cleaning, sanitizing and disinfecting equipment, materials, furnishings and play areas. This schedule must include items to be cleaned, sanitized or disinfected on a daily or weekly basis. Daily indoor equipment items include, but are not limited to: counter/table tops, toys, drinking fountains, floors, toilets, and sinks. Weekly indoor equipment items include, but are not limited to: game pieces, manipulatives, play activity centers, dress-up clothes, and shared headphones.

### **Communicable Disease Control**

- A. Children in care must be observed on a daily basis for signs of communicable disease.
- B. Any child, child care personnel or other person in the school-age child care program suspected of having a communicable disease must be removed from the program or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. If the local health department official or primary health care provider suspects that a child or child care personnel are contributing to transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual. The child or child care personnel must not return until the health department or primary health care provider determines the risk of transmission is no longer present. Child care personnel who work in the food preparation area may not return until the signs and symptoms of the disease have not been present for 48 hours.
- C. A child's condition must be reported to the custodial parent or legal guardian. For children whose symptoms do not require exclusion, verbal or written notification to the parent/guardian at the end of the day is acceptable.
- D. Signs and symptoms of suspected communicable disease include:
  1. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
  2. Difficult or rapid breathing;
  3. Stiff neck;
  4. Diarrhea (more than one abnormally loose stool within a 24-hour period);
  5. Temperature of 101 degrees Fahrenheit or higher in conjunction with any other signs of illness;
  6. Pink eye;
  7. Exposed, open skin lesions;
  8. Unusually dark urine and/or gray or white stool;
  9. Yellowish skin or eyes; or
  10. Any other unusual sign or symptom of illness.
- E. A child identified as having head lice must not be permitted to return until the following day, and then only if treatment has occurred and been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred. The child care facility must treat areas, equipment, toys, and furnishings with which the child has been in contact.

#### **6.1.1 Isolation Area**

- A. Each school-age child care program must have a designated isolation area for a child who becomes ill while in care..
- B. Such space must be adequately ventilated, cooled, heated, and equipped with a bed, mat, or cot, and materials that can be cleaned and sanitized or disinfected easily.
- C. Linens are to be changed after each use, and used linens must be kept in a closed container in the isolation area until cleaned.
- D. Disposable items must be kept in a closed container in the isolation area until thrown away.
- E. The isolated child must be within sight and hearing of child care personnel at all times. The child must be carefully observed at all times for worsening conditions.

#### **6.1.2 Outbreaks**

- A. Operators are required to notify the local county health department immediately upon any suspected outbreak of communicable disease in accordance with Chapter 64D-3, F.A.C., Communicable Disease Control, and must follow the health department's direction.
- B. A suspected outbreak occurs when two or more children or employees have the onset of similar signs or symptoms within a 72-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee. Some examples include shigella, salmonella, chicken pox,

measles and foot and mouth disease. Contact your local health department for a determination of whether reporting is required.

#### **Closing of Site**

The emergency closing of an after school site for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

#### **First Aid and Cardiopulmonary Resuscitation (CPR)**

*Each school-age child care program must have all child care personnel with a current and valid certificate(s) of course completion for first aid training and pediatric cardiopulmonary resuscitation (CPR) procedures.*

#### **Fire Drills**

Fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teacher and staff must remain outside the building until permission is given to re-enter. Evacuation plan needs to include the process of ensuring specialized equipment and medications are taken with the child.

#### **Fire Extinguisher Training**

All child care personnel shall be trained in the use and operation of a fire extinguisher, at each facility they are employed, within 30 days of date of hire. The facility must maintain documentation that all child care personnel have completed training.

#### **Client Records**

FIU-ENLACE Miami After School sites shall maintain a separate file for each child/family served. This file shall include all pertinent information regarding program enrollment and participation. At a minimum, the file will contain enrollment information (including parent registration consents and child demographics), service plans, outcome measures (ORF/PACERS), and notes documenting referrals, special needs, or incident reports. These files shall be subject to the audit and inspection, subject to applicable confidentiality requirements. All such records will be **kept in locked cabinets and ensure restricted access to files**. And all such records are to be **retained by the afterschool site for not less than five calendar years after the participant is no longer enrolled**. Provider agrees to comply with all applicable state and federal laws on privacy and confidentiality.

#### **Employee Background Screening Requirement**

In accordance with Sections Florida Statutes, employees, volunteers and subcontracted personnel who work in direct contact with children or who come into direct contact with children must complete a satisfactory Level 2 background screening. Level 2 Background screenings must be completed through the Florida Department of Law Enforcement (FDLE), VECHS Program. Satisfactory background screening documentation will be accepted for those agencies that already conduct business with either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade County Public School System (MDCPS). A clearance letter from MDCPS Office of Employment Standards indicating the person has successfully completed a Level 2 screening will be accepted. An Attestation of Good Moral Character must be completed annually for each employee, volunteer, and subcontracted personnel who work in direct contact with children. The Provider shall re-screen each employee, volunteer and/or subcontractor every five years. FIU-ENLACE Miami shall keep Attachment E "Affidavit for Level 2 Background Screenings" in the FIU-ENLACE Miami personnel, volunteers, and/or sub-contractors files. No employee/volunteer may begin working until they have submitted a clearance letter to the FIU-ENLACE Miami office.

#### **Employee Hiring Procedures**

Candidates are to complete FIU application online as well as DCF application when required. The employee begins the procedure by handing in the DCF application along with their resume to the site coordinator. This information is placed in their onsite personnel file. Once the employee is activated in the FIU Human Resources system, they may take their sign on packet to FIU Human Resources along with a state issued identification card and their social security card. FIU will input the person into the payroll system and register the employee with ADP, which will permit the employee to obtain their Time Saver login.

#### **Employee and Partner Sign-in Sheet**

FIU-ENLACE Miami after school site must display the employee and partner sign-in. It is required that each employee and/or partner sign-in and sign-out for each day that they work. The employee and/or partner

signs-in by placing their starting time and signs-out by placing their ending time. At the end of that person's workweek, he/she needs to initial next to their hours as confirmation.

The only sign-in that should be displayed is that which represents the current week. Former sign-in sheets should be cataloged for verification and proof.

The only person that should make changes to the sign-in once an employee has initialed the sign-in is the site coordinator and a brief explanation should be attached to the sign-in.

### **Personnel Files (Required Documents)**

- 1) Evidence that staff received Client Confidentiality Policy, as part of agency handbook
- 2) Current Affidavit of Good Moral Character (notarized version)
- 3) Level 2 Background Screening Clearance Letter or Affidavit
- 4) Proof of Education
- 5) Teacher Certification
- 6) Certification for Medical Staff
- 7) Transportation Licenses

### **Payroll**

Florida International University's payroll system is electronic via the ADP website furthermore; every employee *must* have direct deposit. Each employee is responsible for inputting his or her own hours and approving those hours prior to the close of the payroll. The employee's hours are approved by the approver and transmitted by the supervisor at the close of the pay period. The employee portal is divided into two separate links both accessed via <http://ptp.fiu.edu/> the first link is the Time Saver Login and the second is the Employee Self Service Login.

### **Panthersoft Login (FIU)**

The Time Saver Login is the link that allows the employee to access the FIU Panthersoft payroll website so that they may input their hours. Each employee should speak to his or her site coordinator for instructions and training on how to use the website.

### **Employee Self Service Login**

The self-service login allows employees to manage their individual payroll needs, which include but are not limited to accessing pay stubs, changing bank accounts for direct deposit. Each employee should speak to his or her site coordinator for instructions and training on how to use the website.

### **Accident Injury Reporting Policy**

An incident is defined as any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well being of a child participating in the program. Reportable incidents include, but are not limited to, allegations of abuse, neglect or exploitation of a child, injury of a participant, missing child or abandoned child, loss of property use for the program, or destruction of property used in the program.

After school site shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this is binding upon both Provider and its employees.

Provider shall notify the contract manager of any incident as defined within three (3) days after Provider is informed of such incident. Provider shall provide written notification of the incident together with a copy of the incident report. The report must contain the following:

- (1) Name of reporter (person giving the notice)
- (2) Name and address of victim and guardian
- (3) Phone number where the reporter can be contacted
- (4) Date, time, and location of incident
- (5) Complete description of incident and injuries, if any

Police report and actions taken shall be submitted to The Children's Trust within fifteen (15) days of the incident. Provider shall provide written notification to The Children's Trust, within seven (7) days, of any legal action related to the incident.

### **Emergency Safety Procedures**

Student and employee safety is a primary concern of FIU-ENLACE Miami. The Emergency Operations Plan (EOP) was created to provide site personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All after school sites have a site specific plan to address all types of critical incidents. These plans address the individual needs of the site, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies.

### **Emergency Contact Information**

Student Data/Emergency Contact Cards must be carefully completed by parents, are required to be signed by parent and are to be filed in each participant's file. The information provided by parents on the Student Data/Emergency Contact Card will enable school staff to make contact immediately in the case of an emergency involving their child. Students may only be released from school to persons listed on the emergency contact card and only after presenting picture identification. No persons, other than school staff, will have access to the information contained in the Emergency Contact Card.

### **Safeguard of Client Confidentiality**

The FIU-ENLACE Miami After School program and The Children's Trust understand that during the course of performing the Services hereunder, each party may have access to certain confidential and proprietary information and materials of the other party in order to further performance of the Services. The Parties shall protect confidential information and comply with applicable federal and state laws on confidentiality to prevent unauthorized use, dissemination or publication of confidential information as each party uses to protect its own confidential information in a like manner. The Parties shall not disclose the confidential information to any third party (except that such information may be disclosed to such Party's attorneys), or to any employee of such Party who does not have a need to know such information, which need is related to performance of a responsibility hereunder. However, this Contract imposes no obligation upon the Parties with respect to confidential information which (a) was lawfully known to the receiving party before receipt from the other, (b) is or becomes a matter of public knowledge through no fault of the receiving party, (c) is rightfully received by the receiving party from a third party without restriction on disclosure, (d) is independently developed by or for that party, (e) is disclosed under operation of law, (f) is disclosed by the receiving party with the other party's prior written approval or (g) is subject to Chapter 119 of the Florida Statutes or is otherwise required to be disclosed by law. The confidentiality provision of this Contract shall remain in full force and effect after the termination of this Contract.

As such, all participant records will be kept in locked cabinets and ensure restricted access to files. Key is not on a hook but needs to be signed out, viewed by staff on a need to know with a check out system if removed from the room. Information shall only be shared with written parental consent. And all such records are to be retained by the afterschool site for not less than five calendar years after the participant is no longer enrolled. FIU-ENLACE Miami agrees to comply with all applicable state and federal laws on privacy and confidentiality.

### **Non-discrimination and Civil Rights**

FIU-ENLACE Miami After School site shall not discriminate against an employee, volunteer, or client of the Provider on the basis of race, color, gender, pregnancy, marital status, familial status, sexual orientation, religion, ancestry, national origin, disability, or age, except that programs may target services for specific target groups as may be defined in the competitive solicitation. Provider shall demonstrate that it has standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, sexual orientation, and ethnic backgrounds. FIU-ENLACE Miami After school site agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C. Section 6101, as amended, which prohibits discrimination in employment because of age; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which prohibits discrimination on the basis of disability; and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq., which prohibits discrimination in employment and public accommodations because of disability.

### **Children with Disabilities and their Families**

FIU-ENLACE Miami After School sites understand that The Children's Trust expects each FIU-ENLACE Miami After School site to meet the federal standards under the Americans with Disabilities Act. By policy of The Children's Trust, providers must also implement reasonable programmatic accommodations to include children with disabilities and their families, whenever possible. Notwithstanding anything to the contrary, the FIU-ENLACE Miami After School sites shall not be required to make any alteration to any public school building or other building or structure which is not owned by FIU-ENLACE Miami, the Provider.

### **Americans with Disabilities Act**

Title II of the Americans with Disabilities Act prohibits disability discrimination by all public entities at the local (i.e. school district, municipal, and city, county) and state level. Public entities must comply with Title II regulations by the [U.S. Department of Justice](#). These regulations cover access to all programs and services offered by the entity. Access includes physical access described in the ADA Standards for Accessible Design and programmatic access that might be obstructed by discriminatory policies or procedures of the entity.

### **Equal Opportunity Policy**

It is required by law that FIU-ENLACE Miami provide equal employment opportunity to all, without regard to race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. It is further required by law that FIU-ENLACE Miami ensures that its policies and practices are non-discriminatory.

### **Affirmative Action**

It is the policy of FIU-ENLACE Miami to recruit, employ, retain and promote employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, veteran or marital status.

FIU-ENLACE Miami is an Equal Opportunity and Affirmative Action employer. All decisions on employment are based on the principles of equal employment opportunity. Promotion decisions are based on valid requirements for promotional opportunities. FIU's Office of Equal Opportunity Programs and Diversity ensures that the College complies with equal employment opportunity laws and policies.

FIU-ENLACE Miami is firmly committed to the spirit and letter of all federal, state and local laws regarding equal opportunity and affirmative action. FIU-ENLACE Miami believes that its mission as an organization providing services to a diverse community demands that it also commit itself to increasing the representation of protected groups throughout its workforce.

### **Drug Free Workplace**

FIU-ENLACE Miami has a standard of conduct that prohibits the possession use or manufacture of drugs on the Company property or while you are employed. We will require and impose disciplinary actions and sanction drug rehabilitation for any person found to be in violation of this policy. In addition, violation of the Drug Free Workplace policy may be in violation of the law and involve the authorities.

Each violation will be evaluated and addressed separately based on its own merits.

The Drug Free Workplace policy is as follows:

1. Unlawful manufacture, possession use or distribution of illegal drugs while on FIU-ENLACE Miami or After school site property is prohibited.
2. Use of legal prescription drugs in excess or that do not have a prescription will be in violation of this policy in addition to use of alcohol or over the counter drugs in excess to the extent the employee's or children's health or safety are placed in jeopardy.
3. Employees who violate the policy are subject to disciplinary action up to and including
4. termination
5. Any employee found to be arrested must notify FIU-ENLACE Miami within one week of the conviction and indicate which law has been violated

FIU-ENLACE Miami reserves the right to sanction treatment of convicted persons who wish to continue their employment following a conviction.

FIU-ENLACE Miami may randomly screen employees at our discretion and will also test those individuals who may appear to demonstrate signs of drug use, intoxication or other screenings required in order to operate motor vehicles

FIU-ENLACE Miami will search employee property in accordance to M-DCPS and FIU security policy in cases where illegal drugs are believed to be present.

### **ID Badges**

For safety and security reasons all FIU-ENLACE Miami faculty, staff, partners, and volunteers must wear identification. Identification can be in the form of an FIU-ENLACE Miami ID Badge, an M-DCPS ID Badge, FIU ID Badge, or a T-shirt specifying organization and position. At the beginning of the summer, students will be given an FIU picture ID badge. If the badge is lost, stolen, defaced, etc., students will pay \$5.00 for a replacement. Students must bring correct change to purchase replacement ID badge.

### **First Aid Kit**

Each afterschool site to maintain a comprehensive first aid kit that is well stocked and checked on a monthly basis.

### **Behavior Management**

Every FIU-ENLACE Miami participant, pre-school through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This will be achieved through the adoption and implementation of a consistent positive behavior support and discipline plan for every after school site in the FIU-ENLACE Miami/The Children's Trust Program.

Anything that follows a behavior is a consequence; positive or negative. Consequences should be consistent, reasonable, fair, age appropriate, and should match the severity of the student's misbehavior. Consequences that are paired with meaningful instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Any use of consequences should be carefully planned with well-defined outcomes in order to provide the greatest benefit. Positive consequences including systematic recognition for appropriate behavior frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again.

### **Discipline Procedures**

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential. Depending on the nature of the infraction, the following actions may be taken by the after school site:

- 1) **Correcting Behavior/Verbal Warning.** When a student behaves in an unacceptable manner, he/she may be instructed to correct his/her behavior. Students are expected to follow teacher instructions right away and all the way.
- 2) **Parent Notification or Conference.** A parent may be called and/or asked to come to the school for a conference for various types of misconduct. Communication with the parent allows the school and family to work together to teach the child positive behavior.
- 3) **Confiscation of property.** Items such as electronic devices, toys, inappropriate uniform items or any other item that staff deems as distracting or inappropriate may be confiscated by teacher and returned to student at the end of the session.
- 4) **Reflection Essay.** A student may be asked to write a short essay reflecting on his or her behavior and/or a particular incident or issue.
- 5) **Loss of Privilege.** A student may forfeit privileges such as participation in free play, fitness activities, school trips, events or activities.
- 6) **School Service.** This may include cleaning, garbage removal, and other school chores. As appropriate, the student will be expected to correct or repair any damage or harm which may have resulted from the infraction.

- 7) **Apologies.** For infractions which are particularly destructive to class or school community, students may be required to make an apology to those involved in an incident.
- 8) **Removal from Class/Administrative Referral.** If a student's behavior is disruptive to the learning of others, the teacher may remove the student from class and send them to the Site Coordinator's office. Parents will be notified if their child is removed from their class.
- 9) **Withdrawal.** Withdrawal from program may occur when a student demonstrates continuous disruptive behavior. Parents will be notified if their child is being withdrawn and will be given three (3) days to locate a suitable after school alternative, if one is not provided by after school site.

#### **Late Pick-up Policy**

The FIU-ENLACE Miami/The Children's Trust program ends at 5:30 pm Monday through Friday. Parents will be given a 30 minute grace period after these hours, and then will be charged \$1.00 per minute. (If parent arrives at 6:15 pm = \$15.00 charge, 6:30 pm = \$30.00 charge, and so on.) Three occurrences of being 5 or more minutes late beyond grace period will be grounds for termination of enrollment. Late fees will be assessed based on the After School site clock. Payment must be made to school at the time of pick up. If no payment is received, the late fee amount will be charged to their family account displaying an outstanding balance payable by the following week. There will be maximum accumulation cap of \$30 per occurrence. Exceptions may be made due to uncontrollable circumstances (i.e. car accident, death, illness). Staff on site with the assistance of the Site Coordinator shall be the sole judge of what constitutes an uncontrollable circumstance. If a parent/guardian does not arrive for pick up after 60 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the School Police Department will be notified. Parents/guardians will be informed of the Late Pick-Up Policy via letter, flyer, email, or other written form of communication.

#### **First Aid Kit Minimum Requirements**

- A. At least one first aid kit must be maintained on the premises at all times. The kit(s) must be accessible to the child care personnel at all times and kept out of the reach of children. If the first aid kit is stored in the food preparation area, it must be stored in a manner to prevent contamination of food, food contact surfaces, or first aid supplies. First aid kits or supplies must be restocked after each use.
- B. A first aid kit must be accessible and available to child care personnel when children are participating on field trips, during transporting, and other activities away from the facility.
- C. Each kit must be kept in a closed container and labeled "First Aid" and must, at a minimum include:
  1. Soap and hand sanitizer (to be used with supervision if hands are not visibly soiled and if no water is present),
  2. Adhesive bandages,
  3. Disposable, non-porous gloves,
  4. Cotton balls or applicators,
  5. Sterile gauze pads or rolls,
  6. Adhesive tape,
  7. Digital Thermometer,
  8. Tweezers,
  9. Pre-moistened wipes,
  10. Scissors,
  11. Bottled water (for cleaning wounds or eyes) and
  12. A current resource guide on first aid and CPR procedures.

#### **Additional COVID-19 Procedures**

- 1) Classrooms for After school will be identified with the possibility of utilizing MSO classrooms (will not require prior sanitation) Initially, it was discussed two classrooms for 16 kids then it was agreed to reduce sanitation effort and time one classroom will be utilized for the 16 kids and other classroom will be left vacant as Isolation Room. The principal needs to be notified when there is a child in an isolation room so they can schedule sanitation.
- 2) When a child exhibits any COVID symptoms they are to be picked up immediately and may not return for 14 days or sooner if they provide a negative COVID test or Doctor's alternate diagnosis. Principal needs to be notified when a child is sent home so they may complete required paperwork and contact tracing if needed.

- 3) Computers in computer lab not available so children will need to bring their laptops and ENLACE will purchase electric power strips for charging
- 4) Program will offer a hybrid modality and teachers will be split between MSO and schoolhouse
- 5) Bathrooms are locked so children will need to be escorted to the bathrooms
- 6) ENLACE classroom to be sanitized at 3:05 pm prior to the start of after school program utilizing Avistat disinfectant provided by the school
- 7) School will be responsible for sanitizing classroom(s) at end of day
- 8) FIU ENLACE to provide at a minimum Hand Sanitizer, Temperature Thermometers, Child Masks, Liquid Antibacterial Soap, Hand Sanitizer, Sanitizing Wipes, Gloves, Isolation Room Gowns
- 9) All children, staff, and adults that enter after school program need to be temperature checked and complete COVID questionnaire prior to entering the program
- 10) Dismissal will be curbside with parents in the car and children being dismissed one by one
- 11) All after school employees who are not Kendale employees will need to obtain an MDCPS contractor's badge before they can begin working
- 13) As you proceed to the dismissal area you are to go around the cafeteria and not enter it if raining and you must cross inside the cafeteria you must alert Principal to schedule additional sanitation.
- 13) Snack area to be determined and will be outside (covered patio, etc.)
- 14) When children are outside without the mask (for eating snacks, etc) they need to keep a 6 ft distance
- 15) All sites to have a plan in place to cover staff (teachers/site coordinators) who may need to quarantine including hiring additional substitutes
- 16) Program is required to have a sign in sign out sheet for all parents / visitors to after school program who will be required to sign in and sign out
- 17) Principal to be notified if any alternate area is utilized by ENLACE after school program so, school can schedule additional sanitation of that area.

**Certification that employee has received and read the  
2020-2021 FIU-ENLACE Miami  
Policies and Procedures Handbook  
(including Additional COVID Procedures)**

I have read the 2020-2021 FIU-ENLACE Policies and Procedures in the Employee Handbook and will comply with the rules and regulations of FIU-ENLACE.

**Data Confidentiality Agreement**

The FIU-ENLACE Miami and The Children's Trust understand that during the course of performing the Services hereunder, each party may have access to certain confidential and proprietary information and materials of the other party in order to further performance of the Services. The Parties shall protect confidential information and comply with applicable federal and state laws on confidentiality to prevent unauthorized use, dissemination or publication of confidential information as each party uses to protect its own confidential information in a like manner. The Parties shall not disclose the confidential information to any third party (except that such information may be disclosed to such Party's attorneys), or to any employee of such Party who does not have a need to know such information, which need is related to performance of a responsibility hereunder. However, this Contract imposes no obligation upon the Parties with respect to confidential information which (a) was lawfully known to the receiving party before receipt from the other, (b) is or becomes a matter of public knowledge through no fault of the receiving party, (c) is rightfully received by the receiving party from a third party without restriction on disclosure, (d) is independently developed by or for that party, (e) is disclosed under operation of law, (f) is disclosed by the receiving party with the other party's prior written approval or (g) is subject to Chapter 119 of the Florida Statutes or is otherwise required to be disclosed by law. The confidentiality provision of this Contract shall remain in full force and effect after the termination of this Contract.

As such, all participant records will be kept in locked cabinets and ensure restricted access to files. Key is not on a hook but needs to be signed out, viewed by staff on a need to know with a check out system if removed from the room. Information shall only be shared with written parental consent. And all such records are to be retained by the afterschool site for not less than five calendar years after the participant is no longer enrolled. FIU-ENLACE Miami agrees to comply with all applicable state and federal laws on privacy and confidentiality.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date