



TORRANCE UNIFIED SCHOOL DISTRICT

AFTER-SCHOOL ENRICHMENT PROGRAM

2023-2024 SCHOOL YEAR

INFORMATION & PROCEDURES

Thank you for your interest in Torrance Unified School District's After-School Enrichment Program. The purpose of this guide is to provide after-school program providers with information on how to introduce and receive approval for their after-school enrichment program for a TUSD elementary school.

After-school enrichment classes are **non-school affiliated activities** made available to TUSD students after school and outside of the regular school day. The after-school programs offered at a school site are specific to the needs of that particular school community. Parents and guardians of students in Grades 1-5 may enroll their child(ren) in an after school class. These enrichment programs focus on activities such as sports, music, fitness, fine arts, technology, academics, language, etc. The after school programs are **NOT** full service childcare providers.

STEP 1:

Obtain Site Approval

Interested applicants must obtain approval from the elementary school Principal to see if the program will serve the needs of the students.

STEP 2:

Fill Out Application (including DOJ/FBI clearance & TB screening clearance)

Please submit the application and corresponding checklist documents to Patty Jimenez at jjimenez.patty@tusd.org and/or Van Chu at chu.van@tusd.org.

STEP 3:

Board Approval

Programs can only commence once the Board has approved of the program. Ed Services will inform the program owner of the Board's decision.

STEP 4:

Facilities Permit

Once the Board has approved of the program, the program owner will need to obtain permits for ALL sites where the program will be ran. Permits are issued through Facilitron at www.facilitron.com/tusd90501. Please indicate the sites, facility, sequence of dates, and time. A permit will need to be obtained for each site. The request will then be routed to the site administrator for approval to ensure days and times will not conflict with other programs or school events. If approved, there will be a \$6/day fee per site for the school year.

STEP 5:

Peachjar E-Flyer (optional)

The program owner has the option to promote their enrichment program utilizing TUSD's e-flyer distribution for a nominal fee. Flyers must be uploaded to the Peachjar portal and will be approved by the district's Communications Dept. Flyers are then electronically sent to parents and guardians of the participating school. Separate flyers must be uploaded and approved for each location of the after-school program. More information can be found at: www.tusd.org/parents/electronic-flyers.

STEP 6:

After-School Program Begins!

Congratulations! The After-School Program may commence once all appropriate steps above are completed.

AFTER-SCHOOL ENRICHMENT PROGRAM – DETAILED INFORMATION

- LIVESCAN - DOJ/FBI FINGERPRINTING CLEARANCE
- TUBERCULOSIS (TB) SCREENING/CLEARANCE
- COVID-19 PROTOCOLS
- BOARD APPROVAL
- FACILITIES PERMIT
- PEACHJAR E-FLYER
- CONTINUING AFTER SCHOOL PROGRAMS
- CONTACT INFORMATION

LIVESCAN - DOJ/FBI FINGERPRINTING CLEARANCE

Any person who will have direct contact with TUSD students and/or be present on a TUSD school campus needs to undergo a LIVESCAN and be cleared by the FBI and DOJ (Department of Justice).

If a person has been fingerprinted in the past for a different school district or agency, they will still need to be fingerprinted specifically for TUSD. **NO EXCEPTIONS.**

The LIVESCAN only needs to be completed once for TUSD. If the employee leaves the after-school program for an extended period of time and then returns, a new LIVESCAN is required.

Sole Proprietors: Programs classified as Sole Proprietors will need to have the individual undergo LIVESCAN. If the sole proprietorship have individuals/staff working directly with TUSD students, each individual will also need to undergo LIVESCAN as well. This procedure will be initiated via the district's Laserfiche independent contractor process.

Corporations: Programs classified as Corporations will submit the 'After-School Enrichment Program Certification Regarding Background Checks' listing all individuals who will be in contact with pupils. The after-school program owner is responsible to verify their employees have completed the fingerprinting process and have received clearance from the FBI/DOJ.

TUBERCULOSIS (TB) SCREENING/CLEARANCE

As of January 1, 2015, school volunteers and/or independent contractors are no longer required to automatically undergo a tuberculosis (TB) test and report the results to their employer in order to be on school grounds. Instead, it has been replaced by a risk assessment screening and then depending on the results, a possible TB test.

When a four (4) year TB test proof has expired, the after-school program owner and/or their employees will take the 'California School Staff and Volunteers: Tuberculosis Risk Assessment' for Job-related requirements for child care, pre-K, K-12, and community colleges' form from the California Department of Public Health and California Tuberculosis Controllers Association to a licensed health care professional and complete the screening.

Once the screening is complete and no risk of TB exposure is determined, the health care professional will sign the Certificate of Completion. This certificate takes the place of a negative TB test. If the health care professional determines there is a risk of exposure to TB, then he/she will order a TB test. Once those negative results are determined, the after-school program employee will provide proof of a negative TB test.

Sole Proprietors: Programs classified as Sole Proprietors will complete the TB clearance through the district's Laserfiche independent contractor process. The clearance will need to be completed for all individuals in contact with pupils.

Corporations: Programs classified as Corporations will submit the 'Tuberculosis Clearance' Certification listing all individuals who will be in contact with pupils. The after-school program owner is responsible to verify their employees have obtained TB clearance.

COVID-19 PROTOCOLS

All after-school enrichment programs must follow Los Angeles County Department of Public Health guidelines to prevent the spread of the COVID-19 virus. As of June 15, 2022, the following protocols must be implemented for both indoor and outdoor events to ensure a safe environment for students and staff:

- Signed attestation that all employees and volunteers are vaccinated or will participate in weekly COVID testing.
- Maintain a seating chart.
- Maintain 6 ft. distance between students to the best of ability.
- Report any positive COVID cases that occur on our campus during your program to Van Chu at chu.van@tUSD.org.

BOARD APPROVAL

Once application and supporting documents are received, the after-school program will be placed on the next available board meeting agenda. The day after the board meeting, the school and the after-school program owner will be notified of the Board's decision. The Board is only approving the after-school program content only. It is no way an agreement or guarantee of services between the District and the after-school program. Board approval DOES NOT automatically secure facilities usage, specific dates, space location at the school, or parent sign-up.

Board approval is granted annually and is only valid for the current school year of when the agenda item was approved. All after-school programs are required to obtain board approval each new school year, regardless if they have been board approved in the past.

FACILITIES PERMIT

A facilities permit is required to use any TUSD campus. Permits can be applied for AFTER receiving Board approval. After-school programs are required to have a valid permit issued for each school their program is being offered. This applies to both new and continuing programs.

The after-school program owner is responsible to read the renter's usage procedures provided on TUSD's website, www.tUSD.org/administrative-services/facilities.

New users will have to register and create an account by going to <https://www.facilitron.com/accounts/signup/>. Please select 'Non-Profit' if there is an EIN # or 'Commercial' as the group classification. Select the school, facility, sequence of dates, and time that you would like to run your program. This request will then be routed to the site for approval to ensure it does not conflict with another program or with an internal school event.

It is the responsibility of the after-school program owner to apply for the facilities permit. Requested documents that are not provided in a timely manner will delay the permitting process. The permit must also be issued before the start of the program at the requested school site. Failure to do so will result in the class being canceled for the day, until a valid permit is issued by the Administrative Services office.

Upon site approval, a \$6/day fee will be invoiced to the after-school program owner for each school site. Please note that Facilitron collects a 10% service fee.

PEACHJAR E-FLYER

The Program has the option to promote their enrichment program utilizing TUSD's e-flyer distribution for a nominal fee. Flyers must be uploaded to the Peachjar portal and will be approved by the district's Communications Department. Flyers are then electronically sent to parents and guardians of the participating school. Separate flyers must be approved for each location of the after school program. More information can be found at: www.tUSD.org/parents/electronic-flyers.

A facilities permit must be obtained PRIOR to flyer approval. Therefore, after-school programs should not upload or apply for their flyer to be approved until AFTER a valid facilities permit is issued by the Administrative Services office.

CONTINUING AFTER-SCHOOL PROGRAMS

It is the school's discretion whether or not they wish to keep the after-school program running at the school or to continue the program in subsequent school years. The school may elect to cancel the after-school program at any time.

CONTACT INFORMATION

| TOPIC | CONTACT PERSON |
|---|--|
| General After-School Program Questions Board Approval | Patty Jimenez – Administrative Assistant-Ed Services Phone: (310) 972-6009 Email: jimenez.patty@tusd.org |
| Facilities Permit Laserfiche – LIVESCAN & TB Clearance Certificate of Insurance (COI) & Liability Insurance | Van Chu – Supervisor-Facility Use Phone: (310) 972-6064 Email: chu.van@tusd.org |
| Peachjar E-Flyer | Mallory Beard – Communications Coordinator Email: beard.mallory@tusd.org |